



MARQUEE SUPPLIERS

SITE VISIT

If you have not worked at Homme before we ask that you arrange a site visit to plan and discuss the arrangements for the wedding day.

ERECTING & DISMANTLING THE MARQUEE

To protect the lawn for subsequent weddings we ask that the flooring of the marquee does not go down until the day before the wedding (the set up can usually start two days before the wedding if required for a structure which is not 'floor first'). We also ask that the marquee is taken down as early as possible on the day following the wedding to minimise the length of time the flooring is on the grass. Please ensure no rubbish or equipment is left on site, for example nails, which can cause damage to machinery used at Homme.

It is important to carefully coordinate the arrival and departure of all necessary equipment if several suppliers are involved (tent, furniture, catering hire, catering, loo, AV as appropriate) to ensure a smooth set up process.

Please ensure that no vehicles drive on the lawn other than the vehicle towing the loo facilities.

CONNECTING THE MARQUEE TO THE HOUSE

We recommend a marquee set up on the main lawn with a covered walkway leading to the Panelled Room window. This requires careful planning to make sure the connection is as good as possible. Please bear in mind that we cannot fix anything directly to the house given its Grade II* listing. If a walkway is provided there should also be sufficient lighting for safe use of the steps at the end of the Panelled Room in the evening (an uplighter directly outside the house is usually sufficient).

If no covered walkway is planned a matting walkway will be required from the bottom of the Panelled Room steps to the entrance of the marquee (as well as from the marquee to the loos depending on their position).

CATERING AREA

A kitchen area will be required at the back of the main marquee so that the couple's chosen caterer can prepare the wedding breakfast adjacent to where it will be enjoyed. Please liaise with the couple on the caterer's specific space, furniture and power requirements, and whether they have the necessary equipment in house or will be using a catering hire company (Hampton Hire, Glos Hire, CB Hire & Plato visit regularly).

The catering area should have flooring, a supply of trestles and be equipped with the relevant fire safety equipment.

POWER

We can give access to an external 63 amp, single phase power supply as well as several 13 amp sockets. A cable will be required to route the 63 amp supply for distribution to the kitchen area, lighting and trailer loo facilities.

It is helpful if the power can be wired so that the catering area is *independent* of other power demands, so that the lighting, loos and PA remain functional if the power is tripped by any catering equipment.

HEATING

Our marquee season is mid April - mid October. We normally suggest to couples that heating should be provided for the marquee if it looks likely the evening temperature will be below around 13-14 °C. We would be grateful if the lawn could be protected by placing heatproof matting under any ducting, and for spare fuel to be supplied as required to ensure there is sufficient for the event.

PORTABLE LOOS

For the comfort of guests we ask that an outside loo company is arranged by the couple to give access to facilities close to the marquee during the day. This is normally positioned just off the gravel path adjacent to the main lawn to limit driving on



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the grass, and is reversed into position, dictating a driver side opening facility.

We would be grateful if you could factor this in to the physical marquee layout, and coordination of its arrival and departure into the set up and dismantling process.

EQUIPMENT

For marquee weddings there is a requirement for a **dance floor** in the Dining Room in the house (15ft x 15ft, 18ft or 21ft), as well as the option of **furniture for the bar space** in the Panelled Room (4 barrels or poseur style tables work well as standing drinking areas). The dance floor is laid directly on the Dining Room rug so must be cleaned underneath. Any equipment in the Panelled Room should have protection underneath to prevent damage to the antique flooring.

A **PA system** is also needed for speeches in the marquee, and often **additional tables** for the wedding cake (e.g. 3ft round) and other displays.

We would be grateful if you could discuss requirements with the couple, and let them know as soon as possible if you are not able to supply the necessary equipment so that we can make alternative arrangements.

HEALTH & SAFETY

We would be grateful if you could ensure all necessary health & safety measures are taken, including fire safety (extinguishers & lighting) and matting/protection against any trip hazards. We would also be grateful if you would advise the wedding couple on any additional marquee insurance they may require beyond your own insurance cover as a marquee supplier.

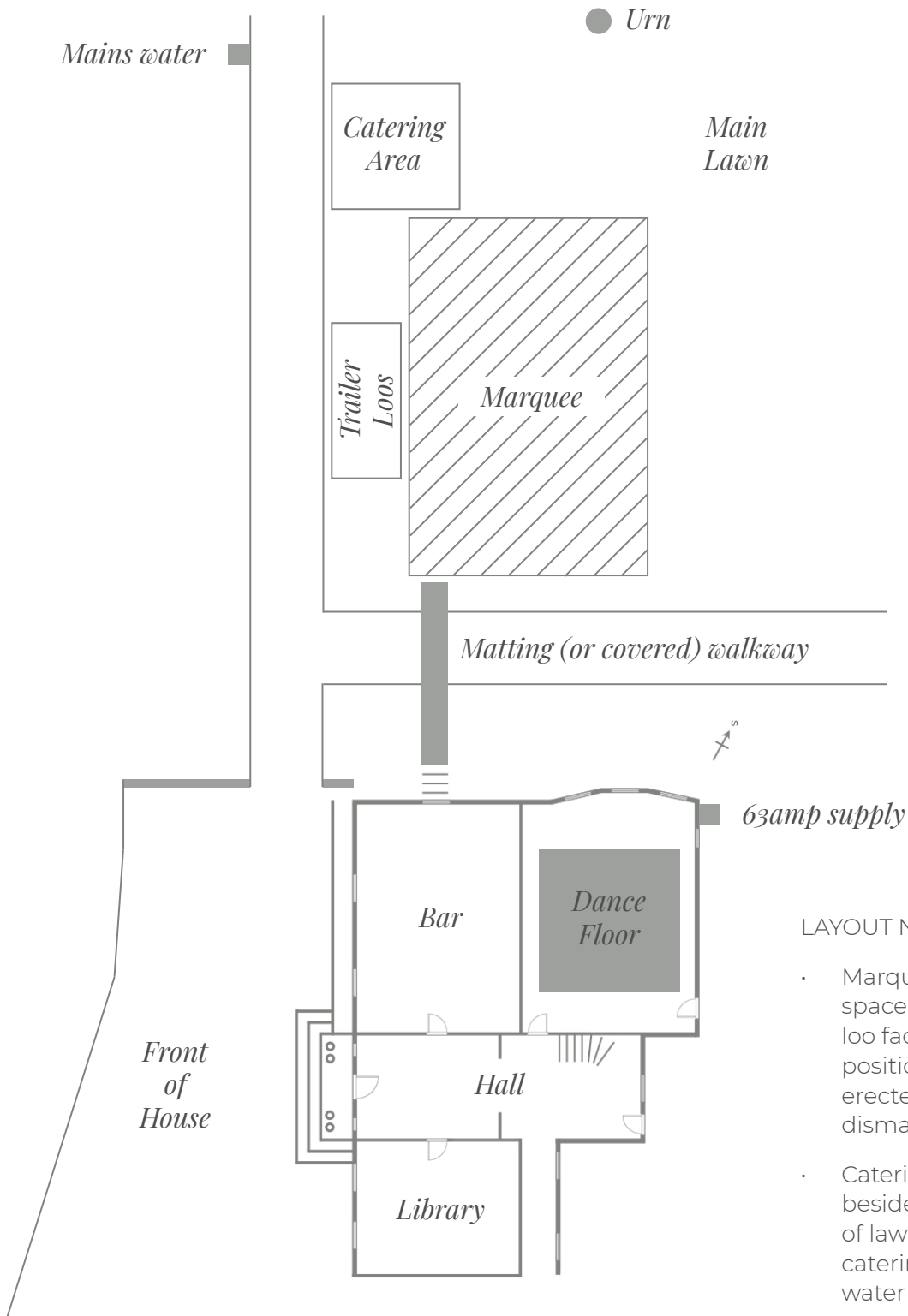
EMERGENCY CONTACT

We would be very grateful if an emergency contact number could be provided in case of any problems on the wedding day.



EXAMPLE MARQUEE LAYOUT

(not to scale)



LAYOUT NOTES:

- Marquee position leaves space for driver side opening loo facility to be reversed into position after main structure erected (and removed prior to dismantling process)
- Catering area positioned beside gravel path at side of lawn for easy access by catering van and to mains water
- Walkway matting provides route for cabling power to main marquee, loos & kitchen