



Considering an outdoor wedding or party?

Prior Engagements will work with you to sort through all the details!

We can look at your location, discuss with you what your special day 'looks' like to you, and the overall logistics of your venue, then provide you with some options!

Please read through our 'checklist' of things to consider when planning a tent venue

Tenting considerations:

Do you have room?

- From the tent size you are considering, you will need 5 – 7 feet out to pull lines and stake in to the ground.
- Staking: all tents 20x20 and up are staked in a minimum 36" up to 42" into the ground. The area must be clear of septic lines, tanks, beds, gas and electrical lines, irrigation systems, and overhead clear of wires. If within town limits (urban area), you will be required to contact any underground service providers such as Hydro One and Consumers Gas to have your site marked and then provide us with a copy of the paperwork.
- As per above, property owner must be on site when the tent is installed.
- The usual situation for staking tents is directly in to the ground. If your situation is different (new asphalt, bedrock), this must be made known at time of booking. If drilling is required this is an additional charge.
- Accessibility to site: We must be able to drive to the site (curbside). Tent, tables and furniture are thousands of pounds, so we need direct access to the location.
- We are happy to do a site inspection in the Spring and Fall months if you are considering an upcoming wedding/function. If your function is within the year (July, August, Sept) we are more available to inspect by June 1st. Within 50km of Arnprior, is no charge, outside this are we will just ask you to cover our gas.

When will the tent be installed?

We will set up Thursdays and Fridays for your Saturday function. We cannot set up tents in high wind or heavy rain due to safety concerns, these are circumstances that are out of our control and your installation time/date may have to be adjusted. If you have a 'rehearsal' dinner planned with use of the tent, or a day after Brunch planned with use of the tent, please let us know at time of booking for our scheduling.

Tent pricing includes all walls – half windowed walls, half 'solid' walls. We will put them up on installation.

Security: Once we have set up tent it is in your possession and you are responsible for its safety for the duration of the rental contract.

Time of delivery will be set the week of the rental and will be either morning or afternoon time. We will do our best to accommodate a specific delivery time, but it is not always possible. Homeowners must be home, and if no site evaluation was completed by us, we require the 'renter' (if different from

homeowner) on site to confirm location of tent. We will also provide a window of time for removal of items (Sunday or Monday)

Here are some guidelines for timing:

To put up a: tent up to 1000 sq feet, please allow 1.5 hours

Tents upwards of 1000 sq feet, please allow 1.5 to 6 hours
(on average a 40x80 takes 4 – 6 hours).

If we are installing a dancefloor – an additional hour

Lighting system – an additional hour

Furniture is considered delivered 'stacked', and must be returned to that 'stacked' formation after use for our pick up. If you do require set up & tear down service, additional charges apply, please call for details, and we must know in advance to properly schedule yours and other deliveries.

Other considerations:

We ask that you

- Do not use tiki torches or unenclosed flame (tapered candles) as part of your décor in or around the tent (within 30') they will cause burn holes and permanent marks to tent fabrics and chairs
- Do not plan a bonfire within 100' of your tent. If your plans do include a bonfire outside of a 100' zone, please consider wind conditions.
- Tents requiring substantial cleaning due to ashes etc, will be subject to a cleaning fee of \$100 an hour cleaning time. Tent tops and walls damaged due to bonfire sparks – client bears responsibility to REPLACE all tent components damaged.
- Do not attach heavy décor to cables
- Please, at the end of your evening, close up your tent completely. Any side walls left open or off is an attraction to potential winds that can create problems in stormy weather.

Removal of tents and other items

- Tent removals can start as early as 9am Sundays.
- After your party – who is doing the clean up? Our delivery and pick up service unless otherwise arranged, is considered curbside, crew will not clear tables, pack dishes, remove linens or tear down furniture. Please consider having this completed by 9am, we will arrive after that.
- In our experience a great deal of planning goes in to the set up, and sometimes the clean-up after the party is not considered, to assist us in being on schedule for all of our clients, please ensure you are ready for us, and then you can enjoy the rest of your day!
- We respect our equipment and ask that you do to. It is inspected after every use, and maintained continually throughout the season. Please store items properly before, during and after your event – this may mean out of rain, out of way of animals etc.

IF AT ANY TIME YOU HAVE A CONCERN ABOUT YOUR TENT STRUCTURE SAFETY,
PLEASE CALL SARAH AT 613-447-2362

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