

*Setting the standards!*



M.U. T.A.

**L**ook for the logo

This has been forwarded to you on behalf of MUTA by:



**THE MADE-UP TEXTILES ASSOCIATION  
Marquee Section**

Further information and copies of the industry's codes of practice from:

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Established 1919



M.U. T.A.

*Helping you  
make your*



**Big  
Day**

*a success*





## When booking your marquee

1. Confirm guest numbers.
2. Confirm delivery/completion and dismantle dates.
3. Confirm furniture type and quantity (allow for catering).
4. Agree internal layout of marquee (dance floor, entrances, etc).
5. Agree colours and style of interior decoration (samples to colour match).
6. Confirm payment terms (deposit required, etc).



## Other things to remember

- |                         |                          |
|-------------------------|--------------------------|
| 1. Catering             | <input type="checkbox"/> |
| 2. Invitations          | <input type="checkbox"/> |
| 3. Photographer         | <input type="checkbox"/> |
| 4. Florist              | <input type="checkbox"/> |
| 5. Transport for guests | <input type="checkbox"/> |
| 6. Parking for guests   | <input type="checkbox"/> |



## Safety

1. Be sure your contractor is aware of the position of underground and overhead services, e.g. drains, gas pipes, etc.
2. Ensure your power supply is adequate, if in doubt consult a qualified electrical contractor.
3. Consider fire precautions, we recommend providing fire extinguishers.
4. Keep all flaps and doors closed in windy conditions.
5. Consult your contractor who is qualified to advise on safety in your marquee.

- |                       |                          |
|-----------------------|--------------------------|
| 7. Lighting           | <input type="checkbox"/> |
| 8. P.A. System        | <input type="checkbox"/> |
| 9. Heating            | <input type="checkbox"/> |
| 10. Entertainment     | <input type="checkbox"/> |
| 11. Toilets/Cloakroom | <input type="checkbox"/> |
| 12. Stage             | <input type="checkbox"/> |



## General

1. Inform the contractor if you need the marquee in place prior to the eve of the event.
2. Stagger the arrival of the various contractors, e.g. caterers are unable to set up before the roof lining is in place.
3. Beware of confusion between metric and imperial measurements.
4. Update your contractor(s) of changes to guest numbers, dates, etc. prior to the event.
5. For guidelines on hiring a marquee during winter months or on exceptional sites, ask MUTA for a copy of their Checklist for the Use and Operation of Marquees.

- |                       |                          |
|-----------------------|--------------------------|
| 13. Security          | <input type="checkbox"/> |
| 14. Insurance         | <input type="checkbox"/> |
| 15. Bar               | <input type="checkbox"/> |
| 16. Cake Stand        | <input type="checkbox"/> |
| 17. Table Linen       | <input type="checkbox"/> |
| 18. Inform Neighbours | <input type="checkbox"/> |

**Many of our members provide all or some of these services - please ask.**