



## Guidelines for Tents

The following is an outline for the steps you will need to take as a customer to ensure a quick, safe and efficient tent set-up. If at any point in time you have questions or concerns about any of these items, please do not hesitate to call one of our tent specialists.

1. **Preparation of area:** Because the first part of setting up a tent is to lay it out flat, the area must be free of any obstructions before we arrive. This applies to the take down process also; the tent must be empty. Please mow the grass the day before set up and also pick up any animal droppings.
2. **Public Underground Utilities :**
  - a. By law it is the owner's responsibility to call the Indiana Underground Plant Protection Service (IUPPS); however, A Classic will contact IUPPS to mark all public utility lines such as sewer, water and cable for your convenience.
3. **Mark the following Private Underground Utilities using flags or stakes:**

The renter is responsible for clearly marking all private underground utilities or items that IUPPS does not mark. A Classic Stakes 3 feet in to the ground for all tents.

  - a. Sprinkler lines
  - b. Private Water lines
  - c. Private Electrical lines
  - d. Private Sewer lines such as septic tank or finger system
  - e. Invisible dog fence
  - f. Any other underground utilities that apply
  - g. Parking lots must be cleared and blocked off.

A Classic Party Rental is not responsible to damage to any private underground utilities indicated above.
4. **Asphalt installation:** When installing a tent on asphalt we drive re-bar stakes that are approximately 30" long. The hole is filled and patched upon take down.
5. **Space requirements:** In figuring the area for your tent we have to add an additional 5' to 10' of space for stake lines. Example: a 20 x 20 tent needs an area that is at least 30 x 30.
6. **Landscaping:** we install our tents where you want them. Many times that puts us close to gardens and landscaping. Our crews do everything in their power not to cause damage to flowers or shrubbery, but they must have room to work to make sure the tent is anchored in a proper and safe manner. Please keep this in mind when you are planning your event.
7. **Additional charges:**
  - a. Additional charges may be incurred for the following items:

- i. Work done outside of our normal business hours
- ii. Long carry of equipment to sites not easily accessible by truck
- iii. If staking is not possible, weighting the tent
- iv. Additional Delivery fees for items added after crew is onsite
- v. Customer installations

We appreciate your time and attention to these details. We look forward to providing you with an amazing tent and outstanding customer service for your event!