



## Tent Site Inspection

The purpose of a site inspection is to ensure the renter and the rental company that the tent ordered will fit the renters' needs (and space) prior to arrival at the site. To ensure the safety of both the tent erection crew and the tent renter, the following conditions must be determined (either by the rental company or the renter) before a tent can be erected:

**All tents are meant as temporary shelter and must be evacuated under bad weather conditions. Tents are NOT guaranteed 100% weatherproof and do not offer protection from lightning or other hazards associated with weather extremes.**

**LOCATION** – After the proper tent size and style has been determined, choose a desirable location for tent.

1. The minimum area required for any tent **larger than 20 x 40** is 12' in length and width more than the actual tent size. This allows 6' around all sides for stakes. (Example: A 30' x 45' tent requires a minimum area of 42' x 57')
2. The minimum area required for a **20 x 40 or smaller tent** is 10' in length and width more than the actual tent size. This allows 5' around all sides for stakes. (Example: A 20' x 20' tent requires a minimum area of 30' x 30')
3. The ground should be level and flat for the safety and convenience of your guests. Uneven ground can be leveled by having temporary decking installed at additional cost.

**UNDERGROUND UTILITIES** – It is the renter's responsibility to locate and mark all underground utilities that are within or near the staking line of the tent.

1. Inspect for underground utilities. Utilities include, but are not limited to, water, gas, electric, telephone, sewage, lawn sprinklers, etc.

**West Michigan Event Outfitters LLC and/or its sub-contractor is not responsible for damage to underground sprinkler lines, gas lines or other underground obstructions.**

2. Mark the location of all underground utilities. If you have any doubts or questions about any underground utilities, contact t MISS DIG at (800) 482-7171 or just dial 811. Most utility services require a *minimum of 48 hours notice* to locate and mark all underground utilities. This is a FREE SERVICE!

**OVERHEAD** – Visually check the specified area for any and all overhead obstructions that could possibly interfere with the erected tent top. It is the renter’s responsibility to have these obstructions removed prior to the tent setup date. Inspect for things such as tree limbs, basketball rims, power and utility lines, etc.

1. Visually inspect for non-electrical overhead obstructions.
  - a. The minimum overhead clearance for a **tent larger than 20 x 40** is 23’ at the peak and 8’ at the edge.
  - b. The minimum overhead clearance for a **tent 20 x 40 or smaller** is 18’ at the peak and 8’ at the edge.
2. Power lines must be a minimum of 1 ½ times the length of the tent center pole away from the base of the center pole. (Example: a 20 x 20 tent has a 14’ center pole so where the center pole rests on the ground can be no closer to a power line than 21’ measured across the ground to a spot directly under the power line.)

<b>Center Pole Length Chart</b>		
<b>Tent Size</b>	<b>Center Pole Length</b>	<b>Minimum Safe Distance</b>
20 x 20	14’	21’
20 x 40	16’	24’
30 x 40 and up	17’	25 ½’

**SURFACE** – Surface is also an important issue in determining the proper type of anchor. Listed below are the 3 main types of surface conditions and the standard methods of anchoring,

1. Grass            Staked
2. Asphalt        Staked
3. Concrete      Staked / Concrete Anchors
4. Sand            Sand Augers

Note: Asphalt and concrete installations require extra time and equipment for tent installation and **repair of the surface after removal**. Double Staking also requires extra time. Installation on sand requires extra time and equipment. There are significant extra charges for such installations.

**NOTE:** Site Inspections can be performed by West Michigan Event Outfitters LLC employees for an additional charge.