



Specialists in Family Entertainment  
 Big Top Marquee Hire & Children's Activities  
 Working in the Events and Show Business since 1987

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**Draft Estimate; Please check and remember it's only valid for so long**

<b>Client:</b> Address; Phones	EVENT	(times; pm)
	Theme	
	Bigtopmania Order No.	
	EVENT DATES	times
	Install DATE	Set up by Thursday
EVENT ADDRESS IF DIFFERENT.	Collection DATE	Post event, Sunday eve or Monday tbc
Guest numbers; ___ formal / informal seated meal, then dancing with ___ evening guests. (May need room for tables, cake, flowers, photo booth, DJ, and band. Mingle area, bar, buffet, serving etc.)		

Item	Description	Unit price	TOTAL
	<b>Marquee choices;</b> Prices include install and de-rig. Stock is insured but client advised to consider own insurance as per TnC's.	1 pole Tent £1000 Floor £300	
	<b>Tent no 4; "Strawberry and Cream Range";</b> red and white candy striped roof. 2 sets of round ends and 5 sets of middles in stock; Available in 6 sizes. Capacities depend entirely on your event plans and fire safety.	2 pole Tent £1400 Floor £450	
	<b>Single Cream:</b> 1-pole 12m round (113sqm) needing 17m circle space		
	<b>Double Cream:</b> 2-pole 12 x 16.5m (167sq.m) needing 17 x 22m space.	3 pole Tent £1800 Floor £650	
	<b>Triple Cream:</b> 3-pole 12 x 21m (221sqm) needing 17 x 26m space.		
	<b>Clotted Cream:</b> 4-pole 12 x 25.5m (275sqm) needing 17x 31m space	4 pole Tent £2100 Floor £850	
	<b>Ice Cream:</b> 5-pole 12 x 30m (329sqm) needing 17 x 35m space		
	<b>Squirty Cream:</b> 6-pole 12 x 34.5m (383sqm) needing 17 x 39m space	5 pole Tent £2400 Floor £1050	
	<b>White or RED walls.</b> Can have panoramic <b>window walls</b> & Up to 2 x <b>Porch</b> entrance  Tents are easiest to add directly to the straight edges. E.g. for bar area. Otherwise can be linked with walkway, gazebo or porch.	6 pole Tent £2700 Floor £1250	
	<b>Front of House Reception tents;</b> <a href="#">Pre-Drinks / Canapés / Cloaks / Chill out / Children</a>	Pods; 2.5m £150 3.4m £200 4.3m £250 5.4m £300 6m £400 9m £800 9 x 14.5m £1200 9 x 20m £1500	
	<b>E.g.: Matching candy striped Pod tents</b> round from <a href="#">the no5 CANDY range</a> for bar/ chill/ reception/ smokers/ champagne. (Carpet flooring extra pending requirements) 2.5m (fortune teller size) 3.4m / 4.3m / 5.2m and 6m rounds with red and white roof and white walls. 9m (9 m can be a lot wider up to 9x20m)		
	<b>Matching 6x6m pagoda style with red white roof; makes excellent linked foyer.</b>	6 x 6m £400	
	<b>Flooring;</b> Choice; pre used, cleaned light brown marquee matting (tm <a href="#">Dandy Dura Natural Fleck</a> ) or pre-used (clean as possible), red coconut matting or <b>ANY colour/style</b> cord carpet. ( <b>See colour range here Be bold!!</b> ) Nailed into ground, laid on polythene membrane. Cost reflects labour time to install, polythene cost, matting cost, clean up and jet washing. Client can keep new carpet at end or we can remove and recycle. (Generally only one good clean use possible) <b>Red Carpet</b> entrances or other walkway paths to tent can be done, and can be lined with tall shepherds crooks with festoon lighting. Magical paths! Cost tbc pending distances.	Flooring; Shown in prices above For main tent. Others tbc.	
	We do not currently do Solid floor but it can be arranged. Normally a solid floor has carpet on top too. Labour intensive and normally needs a further lorry.		

## Catering / Service; backstage food preparation tents

Linked to main tent in white PVC

E.g. 4x4m / 5x5m / 5 x10m pagoda style with flooring, electric points and lights

Please check with caterers what size they may need.

Hog roast smaller; full catering bigger.

We have curtains and link tents but do you need a catering screen to block the view?

It is possible to link tents together and gutter them up. Easiest on straight sides but possible all around.

### Dance floor;

5x5m black and white.

Set up normally in between mid poles towards side of tent, allowing room for band or dj to side. Often doubles up as reception/walk in space. Into ground

### Furniture;

Usually tables and chairs /lounge /chill-out /catering /inside / outside.

We stock basic; 250+ burgundy fold up Samsonite chairs and white plastic trestle tables. Perfectly fine and good for budget.

A huge variety is available and we suggest looking at an event hire company in your region.

Or we can arrange for you given a brief to work on.

### Lighting: [See online form](#). Pending styling requirements we can include items like;

Various colour and size globe lanterns on king poles.

Fairy lights system in roof.

Festoon around top of walls on inside and outside frontage. (Various types and colours; white, red & white, multi coloured, colour changing, clear glass, white or black cable.)

Top end / on trend vintage dangly lights with dimmer and led filament large bulbs.

Funky or traditional Chandeliers or other stylish lighting.

Projectors / effects like oil gels

Party /disco (moving light /laser/ smoke/ glitter ball) tbc pending mobile DJ kit

Mood lighting/ interior/ exterior garden and tent lighting for nice effects.

Top end Led Flood lights/ halogen work lights

Huge amounts of paper lanterns seriously big or small.

Exterior bistro style over-head festoon lighting. Supported on 3m high **giant shepherd crooks**.

### Electrics

All cables, extensions, plugs sockets needed for install our equipment

We can supply distribution boards and all the cables /sockets needed.

Supply by Mains (very simple low power systems) or Generator, size and type tbc

(NB; to comply with Reg's, someone has to be the senior person responsible and an electrical distribution system plan should be made. Testing should normally be done.

An electrician may be required if more than simple installs)

### What you need will depend on total requirements. We will advise.

**I.e. Tent + catering + DJ + Band + Loos + heat + other,**

**To be checked prior to booking generator**

### Heat; outputs indicated.

Ec22; 19 kw output indirect oil fired, but needs electricity. With thermostat and tank fuel

Ec32; 28 kw output indirect oil fired, but needs electricity. With thermostat and tank fuel

Ec55; 51 kw output indirect oil fired, but needs electricity. With thermostat and tank fuel

1kw halogen wall mounted heaters for pin point heat

3kw electric fan heater (can run of mains)

3kw High-Tec infra red stylish stand up outdoor heater (can run of mains)

### PA systems.

For speeches and background/ plus ample for party music.

2 x 1000w active speakers & bass bin with mixer desk. Wireless Mic(s).

I-pod/ I-pad/ laptop plug in (mini jacks) or simple DJ or band music set.

Possibly not needed if Dj /band there all the time?

### Stage.

Sectional pieces of 75cm square blocks with carpet or shiny board / 30cm high;

So available in various sizes e.g. as 2.25 x 4.5m or 3 x 3m up to £150

### Décor / Styling Accessories;

Full lining not really needed but nice touches welcome!

Plus some lining can add to warmth etc.

We have various voiles, silks and other fabrics and accessories pending your colours and styling requirements. (All must be fire retardant).

Red velvet /gold braid valence-swags along top of walls.

Burgundy / wine velvet vintage / Moulin style full walling and short valences.

King pole wraps. Various colours.

Side pole wall drapes. Various

Curtain Door Drapes. Various.

Pattern fabrics. Various; often used as wall hangings.

Bunting. Various in tent-colours pvcs and cotton fabrics.

Balloons. Top quality at discount. Small to huge!

Pom-Poms. Paper. All shapes and colours. At discount.

Lanterns. All shapes, sizes, colours at discount. Huge ones are excellent.

Seat covers for back rests of fold up chairs.

Service tents at

4 x 4m £250

5 x 5m £300

5 x 10m £500

Dance floor 16 x 16 ft.  
£300.00

Furniture;  
Costs tbc

Atmosphere and beauty!

Practicality and creativity

Package of electrics and lights  
Usually 125-150-200-250

3m tall shepherd's  
crooks  
@ £10 each.

If generator  
Cost tbc.

By default we make sure  
all is working for you!

HEAT;  
£125  
£125  
£150  
£10 each  
£25  
£25  
Large outdoor fire bowl  
£40  
(Maybe hire to buy?)  
Logs extra.

Pa systems from £50

Stage up to £150

Costs tbc

Costs tbc

<p><b>Other possibilities include;</b>  Vintage poster boards e.g. Circus / Moulin  Trapeze dummy. Hung in roof  Circus tiers for inside or outside (simple wood plank)  Stripy red and white professional deckchairs.  Garden games,  Circus skills workshops  Entertainers.</p> <p><b>Bell tents for Glamping overnight</b>  4m dia in Red and Cream. Or Cream £100 each with integral groundsheet carpet, nightlight chandelier and battery light. Good for couple.  4x6m Deluxe Emperor, 12 men! Cream (total luxury; loads or room for double bed etc.). £140</p> <p><b>ON DAY TECHNICIAN. / HOST / ENTERTAINER.</b> Can be multi functional!  This can be a very good idea...HSE recommends this at events.</p> <p><b>Delivery /</b> We are based in Devon near the Cornish border.  Naturally local events are cheaper than distance.</p> <p><b>Delivery / collection can be flexible to some extent but;</b>  For long distance work is based on either on 1 return trip and crew staying over or nearby (and possibly being engaged on the day to do technician / performing work)  (Crew may have days off but costs associated)</p> <p>Or potentially combined with another job.</p> <p>Or at most likely case <b>2 return trips</b> from Launceston HQ or Bristol Unit. to event area.  hr. journey each way: Total      hours travel time.  miles each way</p> <p>Most likely with Van(s)+ trailer or combination.  Pending kit required and legal vehicle weight limits.</p> <p>Labour travel time; extra required for crews extra labour time. Tbc  Overnight accommodation; stop over costs tbc if only 1 return trip  Team of 3 or 4 in crew to set up. Pending kit required.  Usual Time taken for set up our kit; 1 to 1.5 days. De rig 1 day.</p> <p><b>We Advise:</b>  <b>Amongst other things:</b></p> <p>Create a safety file;  Create a CDM (2015) file.  Advance site plans and info.  All structural info.  Emergency evacuation plan.  Severe weather plan.  Maintenance plan.  Fire safety plan Etc etc.</p>	<p><b>Vehicle travel cost; tbc</b></p> <p>Example:  £50p to £1 per mile Per vehicle  +  Any extra labour / over night//tbc,</p> <p>This all needs to be discussed.  *****  ****</p> <p><b>HSE / MUTA /Insurance Recommended Safety Extras:</b></p> <p><b>CAT &amp; Genny cable /services scanning.</b></p> <p><b>Anchorage Pull testing. Data recording.</b></p> <p><b>Both for £50-150 pending site/sizes/time</b></p> <p><b>Wind speed monitoring price tbc.</b></p> <p><b>Tent Babysitting cost tbc</b></p> <p><b>Fire Extinguishers £25-50</b></p>	
<p>CLIENT SIGNATURE:</p>	<p>Net Sub Total</p>	
<p>DATE:</p>	<p>Vat at 20%</p>	
	<p>TOTAL to be invoiced</p>	

BIGTOPMANIA SIGNATURE: emailed

DATE:

*Normally confirmation of booking will be sent and we like this form completed, amended and signed by responsible person.  
Deposits and final payments requested payable upon vat invoice as per terms and conditions.*

**Insurance**

**Once handed over- until collection; Customers are liable for all damages and losses thus we recommend you insure the equipment on hire.**

We can give you equipment valuations for you to arrange your own insurance.

If you are insuring equipment yourselves we ideally need to see details at least 1 week prior to the event.

TnC's

See our website (health and safety page) for full terms and conditions to which you are agreeing.

[http://bigtopmania.co.uk/pdf-downloads/Bigtopmania\\_documents/Bigtopmania\\_TENT\\_USE\\_HIRE\\_CONDITIONS\\_2016.pdf](http://bigtopmania.co.uk/pdf-downloads/Bigtopmania_documents/Bigtopmania_TENT_USE_HIRE_CONDITIONS_2016.pdf)

General Notes:

Main TnC's and H&S is on website Health and Safety page also with lots of marquee use advice.

Remember to discuss your plans and try and choose a level free draining site with good access!! (And a nice view!)

**Health and Safety Documentation**, Risk Benefit Assessments, Child protection Policies, DBS's (CRBs) and Insurance details for all activities as well as lots of event planning and safety information are also on website and can be sent by email where requested.  
<http://bigtopmania.co.uk/Marquee-Hire-Health-And-Safety.html>. **CDM (2015) regulations** now apply to all marquee construction work.

**Insurances**; Where is yours?? Ours is found on <http://www.bigtopmania.co.uk/Marquee-Hire-Health-And-Safety.html>

**Tent sample floor plans** Attraction or Tent Pictures and are available on our website or can be sent by email and adapted to suit.  
<http://bigtopmania.co.uk/tent-plans.html>

**Prices** are based on nearby parking, good access and limited carrying. It's hard enough work!! There may be extra charges otherwise.

**Power supplies** (normally 63a, 32a, 16a or household 13a supply) to attraction and relevant event electrical system will need to be discussed. Electrical equipment is well maintained and tested, ranging from source cables to distribution board and user equipment. For most temporary installations a design, a senior responsible person and safety testing is needed.

**Fire Safety**. Clients need to consider this very carefully and for public events a fire safety risk assessment has to be done. We do not normally provide fire-fighting equipment for public events. For our own shows and private events we do what we are supposed to do. We can supply a range of suitable equipment.

**Wind Loading**. Our tents are built to BS /Euro standards BS EN13782;2015 @ 80mph but generally rated to 40-50mph in use. Tents should not be used as refuges in severe weather. You should have an emergency severe weather plan. See [http://bigtopmania.co.uk/pdf-downloads/Bigtopmania\\_documents/Bigtopmania\\_windspeed\\_statement.pdf](http://bigtopmania.co.uk/pdf-downloads/Bigtopmania_documents/Bigtopmania_windspeed_statement.pdf)

**Ground Anchorage**; We aim to make sure it's more than sufficient. See also advance site survey documents. TESTING IS RECOMMENDED.  
[http://bigtopmania.co.uk/pdf-downloads/Bigtopmania\\_documents/Advance\\_Site\\_Survey\\_Check\\_List.pdf](http://bigtopmania.co.uk/pdf-downloads/Bigtopmania_documents/Advance_Site_Survey_Check_List.pdf).

**At small extra cost we can Cat scan staking area and can also measure anchorage safety pull-out tests.**

**Look after your site.**

We do our best to **leave no trace** and to clear site of all our equipment and leave it in excellent condition but there can be things to clear up after most parties and events!

Clients are expected to leave our equipment free of waste and we can't be responsible for all your party mess!  
 There can be things to discard and bins or a skip may be needed.

**Site Access** for Vans inc Luton (possibly with trailer) needed for most marquee or event attraction operations.

We will endeavour to stay on hard surfaces but where this is not possible we may require a tow!  
 We will adhere to any event traffic plans and safety management plans.

**Look after our team!** We work very hard for your event success! We train our team and want to work as safely as possible.

We will endeavour to supply sufficient staffing and kit to complete works without rush and in good time for you.

During install, event and collection our teams may need and be offered suitable accommodation or may stay onsite, which may require parking, camper van parking, tent camping and crew meals / meal vouchers as agreed in advance.

We often get left to ourselves to simply get on with it and get forgotten by the hospitality teams at events but...

**Refreshments, riders and treats are always welcome and are of little cost to keep us happy and on peak form!**

Toilets and Water supplies are essential H&S welfare requirements and Electricity can be pretty useful too!

**Festivals / Sealed / Ticketed events; We will work in advance with your event plan and safety team and with the Principal Designer, especially in view of CDM regulations and enforcement.** To adhere to government health and safety requirements we require the possibility of access at all times for potential maintenance, particularly in times of inclement weather. Please do not quibble on this! Tent baby-sitting is a HSE recommendation.

This will mean applicable passes, before, during and after event and no awkward difficulties in access in order to carry out works or to live as agreed in advance. (nb. This does not mean we will always be onsite as many hires are handed over with a sign off form.)

**Circus shop**; for some events we bring a tiny stall of circus toys. Very informal and low key. Please advise if this is not possible.

**Actual set up and collection days** are sometimes tbc as we need to schedule in with other events but we will do our best to fit your or event requirements.

It is good to know **full site availability** dates and other linked suppliers schedules in order to arrange our install and collection.

**Estimates and order forms** are fluid documents as it takes time to get things right and things change!

**Procrastination** may loose availability of both equipment and the date!

**Confirmations; Verbal, email, text, written confirmations are all legally binding.**

**Payments.**

Normally a deposit of circa 20% to secure booking and full payment prior to event is required by vat invoice.

**Merger Clause;**

**I the Client / Rentee hereby sign to show that I have read all the terms and conditions of the contract and agree with them.**

Signed....

Printed....

Dated....

**Responsibilities:**

Are dependant on final use (e.g.; hire of tent and equipment as opposed to booking a "show" presentation) and subject to contractual agreement.

**The Contractor:**

"Bigtopmania" is responsible for the safe installation design, erection and dismantling of the temporary structure(s) and associated facilities and for the safe practice of all contracted activities.

**We will do everything in our power to fulfil our contractual and safety responsibilities.**

**The Client:**

Meaning the hirer (their agent or event organiser) is responsible for the safety of all users and members of the public and for upholding any CDM requirements.

**Bigtopmania will supply:**

All necessary staff and equipment as agreed and documentary evidence will be provided upon request including; fire and structural certification, tent plans and programme, method statement for safe working practices, details of insurance, risk assessment and any more information as needed by event organisers/ safety officers/ local authority/ licensing/ police etc.

**Engagement Period:**

Meaning; the period of engagement or hire commences upon arrival on site of staff with all or part of the equipment provided, ending when all equipment has been removed from the site. (Site: Meaning the location of work.)

**Equipment:**

Meaning; all necessary items, equipment and belongings of BigTopMania and associates supplied under contract for compliance of works. We reserve the right to make equipment substitutions if absolutely necessary.

**Ownership:**

All equipment on hire remains the property of Bigtopmania and failure to return the rented goods may constitute conversion, larceny or other form of theft designated in the local laws. Losses and damages will be charged for.

**Site Access:**

Bigtopmania or its representatives will have unobstructed access to the site at all times. This is an important H&S, HSE safety guidance issue.

In sealed-site circumstances the Client will take steps to ensure this is possible.

At ticketed events this may mean a supply of tickets /passes/ vehicle parking/ onsite parking for our crew and vehicles.

Vehicles can easily get stuck off road, thus good towing vehicles or tractors may be occasionally needed.

**Damage to site:**

The client is responsible for ensuring adequate access to the site and for informing BigTopMania of any underground services.

Bigtopmania will not be held responsible for damage caused during hire or use. (E.g. re-seeding)

**Weather Related Risks:**

Because the Tent is a temporary structure, it may collapse during a severe rainstorm, snowstorm or windstorm. Accordingly, in the event hazardous weather occurs or is credibly forecast, You agree to (a) cause all occupants to evacuate; (b) take such actions as We may reasonably request to protect; and (c) permit Our representatives to dismantle and store or retrieve, the Tent and/or any other Rented Items. you hereby assume, and agree to protect, indemnify, defend and hold harmless the rental company (us) from and against any and all liabilities, claims, damages, losses, costs and expenses (including without limitation, attorneys' fees) arising from or associated with the aforementioned risks.

**Indemnity, Liability and Insurance:**

The Client/event organiser is responsible for full event Public Liability Insurance and is to indemnify BigTopMania against all claims for damage or loss to property, persons and third parties for duration of event. (With the exception of death or injury caused by the negligence of BigTopMania)

The Client is recommended to insure for all risks all equipment supplied under contract for the duration of the hire.

**Equipment is insured but clients are asked to inspect and look after items as if they are their own.**

Insurance claims may incur excess payments. Damages /or missing items may be charged for. Excess cleaning charges may apply.

**Insurance value £TBA**

**Bigtopmania TENT and EQUIPMENT USE AND HIRE CONDITIONS,**

**TERMS OF TRADE & DEFINITIONS CONTINUED**

## Payments;

### Verbal contracts & agreements will normally be followed up by written contracts for signing and return:

Engagements are deemed to be complete given any verbal, email, text, or written confirmation and we ideally ask for contracts to be signed and normally for a maximum 20% deposit if more than one calendar month prior to engagement.

(Deposits are retained in our bank account and generally non-refundable unless exceptional circumstances/ SEE CANCELLATION BELOW.)

The remaining balance is to be paid as per contract and agreement, prior to the hire, upon completion of erection and commencement of event, by cash or bankers draft only.

Cheques are only acceptable for final payment if paid and received 14 days prior to event.

For bookings within one calendar month of engagement payment in full should accompany the returned signed booking form.

We reserve the right to charge interest at 4% above base rates for overdue invoices.

## Cancellation:

In the unlikely event of cancellation, Bigtopmania reserves the right to charge the full fee if cancelled within one calendar month of event. Proportional fees may be charged for earlier cancellations and cancellations can only be accepted in writing. **NB; Email, text and verbal contracts apply in all circumstances.**

## Force Majeure:

Bigtopmania accepts no liability or responsibility for non-fulfilment due to war, civil commotion, riot, adverse weather conditions, force majeure, fire, breakage, local authority or government controls, labour difficulties, scarcity of materials or any other conditions beyond our control. We will strive to best effort to fulfil our contracts.

Bigtopmania accepts no financial responsibility, nor is liable for compensatory claims, for loss of client earnings or client costs if, for example, a theatre performance or event due to be staged in a tent cannot go ahead, especially for circumstances beyond our control.

## Further client responsibilities:

(nb we can send plenty of guidance e.g. our "Monitoring during Event" & "Daily Check List" "Structural check list" )

Note too the **CDM (2015) Construction** Phase Plans, Appendixes, Advance Site Survey Document and pages in Method Statements on On-Site monitoring/ pre-public access /daily checks during event.

All activities should be risk assessed and abide by current H&S regulations etc.

Please keep out of the structure and working area during build or de rig. We have to ensure a safe working area.

**Under no circumstances** should the client tamper with (or allow any other person), or make any modifications to the structure, without consultation with Bigtopmania or representative.

(These things may be possible but please ask first. We will offer guidance as to what may be possible.)

This refers in particular to: Exits and Entrances; Guy Lines; Wall bracing (Side lines); Removal of anchorage (stakes); Removal of wall panels; Additional loads on King Poles or Ridge Bar; Introduction of flammable materials; Use of naked flames; Use of non-recommended heaters or further electrical or gas powered items like patio heaters.

Only suitably competent or knowledgeable person should make adjustment to Installed Electrical Systems.

Tents should not be climbed upon or used as graffiti boards.

The Tent should be ideally closed off and secured when not in use. (Particularly in adverse weather conditions)

**PLEASE DO NOT USE;** Sellotape / Duck Tape / Gaffa Tape and **especially NEVER** Parcel Wrap / Packing tape to stick items onto walls or poles please.

It's all a total nightmare to get off and can ruin the materials permanently. Staples and drawing pins aren't a good idea either!

ONLY use low tack adhesive fixings to ensure no damages.

There may be items for disposal at the end of hire, eg soiled groundsheets & carpets. Bins or skips may be required.

The tent master is fully available to discuss any requirements or modifications that the client has.

The matter will be discussed and advice offered based upon good practice and compliance with regulations and guidelines.

NB>>**Parking** as close to site will be required-and it's very nice and important to have access to **toilets, water, refreshments** etc.

### The Tent Master is:

- *The designated safety officer during Bigtopmania operations.*
- *Fully responsible for monitoring safe erection and health & safety of all operations.*
- *Reserves the right to amend operations and equipment in consideration of the above factors.*