



DEAKIN MARQUEE GUIDELINES

OVERVIEW

This document is to provide Deakin event staff an insight into what is acceptable practice in terms of marquee erection within the University. Marquees are currently used on campus via external providers, partners and internal faculties and divisions. It is essential that strict guidelines are followed in order to minimise OH&S and reputational risk to the University. Poorly erected marquees are a safety hazard to our staff, students and external guests.

MARQUEE GUIDELINES

3 x 3 metre commercial grade marquees are the only sized marquee that are permitted to be erected by Deakin staff or external partners. Any marquees larger than 9 square metres must be hired and installed by a preferred and appropriately credentialed preferred marquee supplier, as highlighted below. Commercial grade marquees are traditionally manufactured through Extreme, Instant Shade or Canopy and will come with their own specific wind rating and engineering documents. When installing your marquee please ensure they are heavily weighted, marquee feet are secured as well as the top of the roof.

If your 3x3 metre marquee is not of a commercial grade you can purchase these through:

Marquees Undercover

Ashley Cole

0425 825 390

\$1,500 inc GST

\$1,750 inc GST for a Deakin branded marquee

WEIGHTING TO WIND RATIOS

WIND SPEED (KMS/HR)	WEIGHT (KGS)	COMMENTS
60	45	
70	60	
80	80	
90	100	
100	120	No marquee walls to be used at this wind speed
120	150	No marquee walls to be used at this wind speed

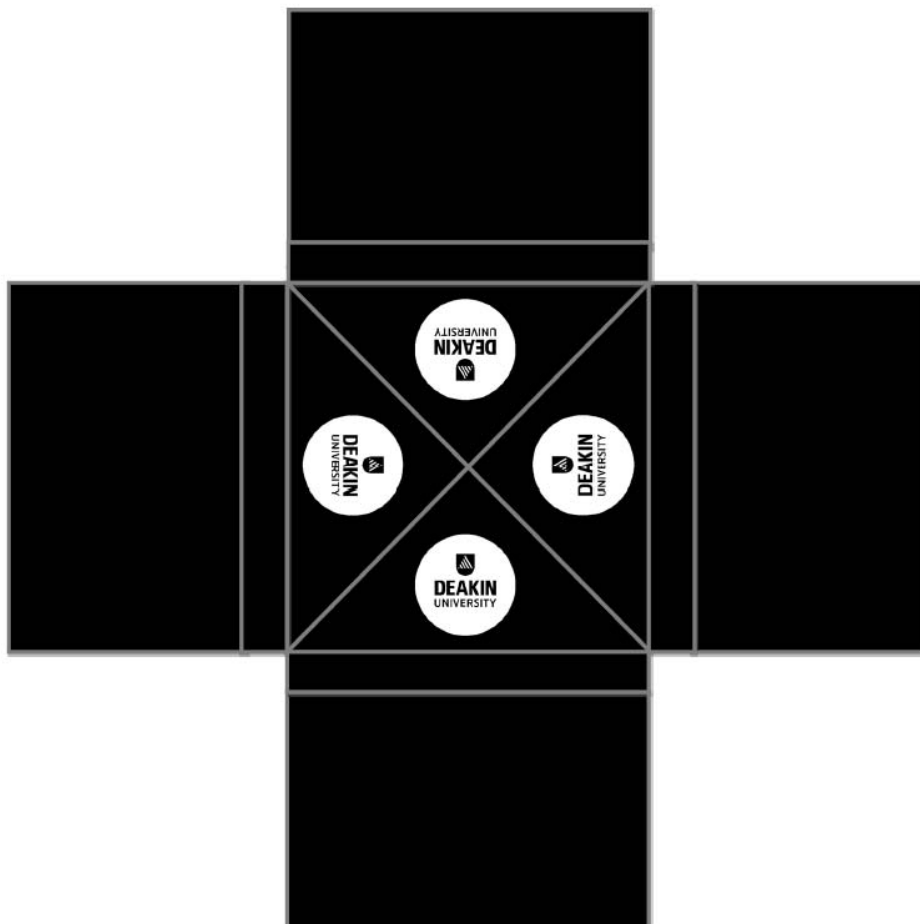
HIRING OF MARQUEES (Preferred suppliers):

COMPANY	LOCATION	CONTACT	PHONE	EMAIL/WEBSITE
Undercover Marquees	All	Ashley Cole	0425 825 390	ashley@undercovermarquees.com.au
Atmosphere Events	Geelong/ Delacombe	Brad Harris Account Manager	0428 758 959 1300 286 677	info@aevents.com.au http://www.aevents.com.au
Surfcoast Party Hire	Torquay	Marnee Jablon ski Andrew	(03) 5261 6522	info@surfcoastpartyhire.com.au www.surfcoastpartyhire.com.au
Marshall Hire	North Geelong	Belinda	(03) 5222 7894	sales@marshallpartyhire.com.au www.marshallhire.com.au
Harry the Hirer	Melbourne	Ben Cadd	(03) 9429 8688	info@harrythehirer.com.au www.harrythehirer.com.au
Instant Shade Marquees and Umbrellas	Moorabbin	Robert Morley	1800 083 300 (03) 9915 3599 0422 293 475	info@instantshade.com.au www.instantshade.com.au

BRANDING GUIDELINES:

If purchasing a new marquee for Deakin use, please use the following link when branding your design. Use of the approved Deakin colour palette or the following white on black design are preferred. Ensure you have your design approved through identity@deakin.edu.au.

<https://wiki.deakin.edu.au/pages/viewpage.action?spaceKey=staff&title=Colour+palette>



For further information or any questions relating to the use of marquees at Deakin, please contact:

Tamara Chalmers

Associate Director, University Events

tamara.chalmers@deakin.edu.au