



WHITEHORSE
CITY COUNCIL

MARQUEES AND UMBRELLAS

Event organisers may seek permission to set-up 3x3m and 3x6m marquees, pop-up gazebos and market umbrellas, as part of their event or activity. Larger marquees and other temporary infrastructure will be considered on a case by case basis.

Safe Installation of Marquees, Gazebos and Umbrellas

- If marquees, gazebos and umbrellas aren't installed properly, they can collapse or launch in high winds and inclement weather. This may result in injury to your guests, volunteers and staff or damage to property, trees and the ground.
- Marquees, gazebos and umbrellas should be installed on flat, level surfaces, away from roads, paths and overhanging branches.
- The installation of all marquees, gazebos and umbrellas should be checked prior to use by the public. If something doesn't look right, make sure it is rectified prior to use.
- Installation should be completed by a competent supplier with Public Liability Insurance. If you are installing your own marquees, gazebos or umbrellas follow the manufacturer's instructions and ensure the work is completed by at least two people working together.
- No tent pegs or stakes are to be used to secure your marquees, gazebos and umbrellas. Event organisers must use sandbags, steel leg weights, concrete weights or water ballast. No makeshift weights (i.e. Plastic bags or buckets filled with sand) are allowed.
- Check the safety information of your structure. Does it have a wind speed rating?
 - If not, marquees or gazebos with walls must have a minimum of **40kg of weights per leg**. Marquees or gazebos with no walls must have a minimum of **20kg of weights per leg**.
 - Market umbrellas must have a minimum of 40kg weight per umbrella.
- In the case of high winds any walls should be removed. Where possible and if safe the structure should be pulled down and packed away.
- In the case of rain, keep an eye on the roof and make sure that any pooled water is gently removed.
- Ultimately everything that happens on your event site is your responsibility. Keep an eye on your contractors; make sure you supervise any works to ensure compliance during the bump-in, event and bump-out process; and have adequate first aid trained personnel and supplies available.

Location, Location, Location!

You will need to prepare a site plan which shows the location of all temporary infrastructure including marquees, gazebos and umbrellas.

Additional Council Requirements:

- Marquees, gazebos and umbrellas should be positioned **at least 3m** from garden beds and any trees or roots. Structures cannot be fixed or attached to any trees or shrubs.
- A 3m access route must be maintained for emergency vehicles, and a minimum of 1.8m on pathways for general pedestrian access.
- Marquees and gazebos must have two accessible exits from the structure in case of emergency.



Questions? Please contact the
Events Officer on 9262 6352
or arts@whitehorse.vic.gov.au