

# TENT PREPARATION CHECKLIST

## FEE FOR USING THE TENT

- A check for the deposit **MUST** accompany the Application for Scheduling. Make check out to Baptist Mission Center (Fee is based on up to 7 days; Add \$100 to fee for up to 14 days).

*In the event of a cancellation, you must notify our office at least 30 days in advance of the scheduled tent date. Otherwise, we will be obligated to charge a fee of \$175.00*

## GETTING PERMISSION TO SET UP THE TENT

- Call or visit your local City Hall to find out if you need a permit. Do not assume that because your site is in an unincorporated area, you do not need a permit.
- You will need to contact your local Fire Department. There are certain rules and regulations that fire laws demand.
- A “Certificate of Flame Resistance” will be required by local authorities before they will grant permits for the tent. This is provided by the Association Office by request.

**IMPORTANT: You are required to provide our office with a CERTIFICATE OF INSURANCE naming Baptist Mission Center as an Additional Insured on both your General Liability. The best procedure is to ask your insurance company to put a “rider” on your regular policy.**

## SETTING UP THE TENT

- Our Tent Consultant is provided to take the tent to your location and will direct and assist in the erecting and taking down of the tent. Due to liability, you must use our trained Tent Consultant for the setting up and taking down of the tent.
- You will need to pay the mileage there and back to bring the tent as well as to pick it up.
- Enlist at least 10 STRONG men to help put the tent up and take the tent down for the Small Tent and 15 STRONG men for the large tent.

**DO NOT WALK ON THE TENT! If you must be on the tent, take off your shoes and crawl down the webbing. The majority of damage occurs from carelessness. Walking on the tent or the side walls causes holes. Some report the side walls have been laid on muddy ground for people to walk on. THIS MUST NOT BE DONE!**

### **CARE FOR THE TENT DURING THE EVENT**

- **You are responsible for any vandalism or damage of any kind on the tent while it is rented.** In some areas of a city, you may need to have someone near or in the tent at all times for security purposes.
- **If the tent is torn or damaged, please contact the Baptist Mission Center.**