

## EVENT OPERATIONAL FORM

## Temporary Demountable Structures – Pre Event Checklist

<b>Event:</b>	Festival 2018: Balloch Loch Lomond
<b>Location:</b>	Moss O’Balloch Park
<b>Date:</b>	Saturday 11 August 2018

<b>Stand name:</b>	
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For each item, tick or state N/A in the box or leave blank and tell us if you have an issue with your gazebo/tent/structure when Event Safety Support visits your stand:  
[carol.matthews@lochlomond-trossachs.org](mailto:carol.matthews@lochlomond-trossachs.org)

		✓
1	All aspects of the final structure are at a safe distance from power lines/other hazards	
2	Anchorage are suitable for the purpose and soil condition and are holding fast	
3	Bracing wires/bars on roof and walls are in place and adequately tensioned	
4	All ropes, including wire ropes, are sound	
5	Fabric is tensioned and not prone to ponding	
6	Escape routes are clear of obstruction	
7	Exposed ropes and stakes adjacent to exits and entrances are marked /or roped off	
8	All locking pins and bolts are in place and secure	
9	All structural supports are sound without cracks/significant dents and not overstressed	
10	Eaves connection joints are securely locked home	
11	No unrepaired tears in fabric are present	
12	Flooring – if any - is evenly laid and there are no tripping points	
13	Carpet and other floor covering is securely fixed so as to minimise the risk of tripping	
14	Roof lining does not drop significantly below eaves	
15	All timber uprights and ridges are free from splits that are likely to cause failure.	
16	Walls are securely pegged and/or secured	
17	A pole tent has all side uprights, anchor stakes, pulley blocks & guy ropes	
18	The main upright(s) is/are independently guyed where appropriate.	
19	Flame retardant labelling is in place on panels	
20	Final all-round visual check to satisfy that tent is erected securely and tidy	
21	Stallholder confirms they have not made unauthorised modifications to the structure	
22	Client briefed on precautions to take for adverse weather	
23	Client briefed on emergency contact procedures	
24	No dangerous, combustible or toxic gases or other allied product such as aerosols, explosives or pyrotechnics are stored within stalls/gazebos.	
25	Suitable fire extinguishers accessible to each stall/stallholder.	

**Stand Contact has checked their own structure, signed:**

**Event Safety Support,  
Event Trader Support  
or Event Organiser**

**Signature:**

**Date:**

**Time:**