

OXFORD  
**EVENT HIRE**  
TABLES CHAIRS & CATERING EQUIPMENT

# Gazebo

# Instructions






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## Safety Information

**Please carefully read the following information regarding safety:**

-  Play on a flat, even surface.
-  Do not force the structure open.
-  Let the tent dry thoroughly before dismantling and packing.

## General Description

Oxford Event Hire's Commercial Gazebo (3m x 3m) is perfect for any seasonal party or commercial event. With accessories available such as side panels, globe lights, patio heaters and outdoor furniture, our Gazebos can offer a practical and pleasant shelter alternative.

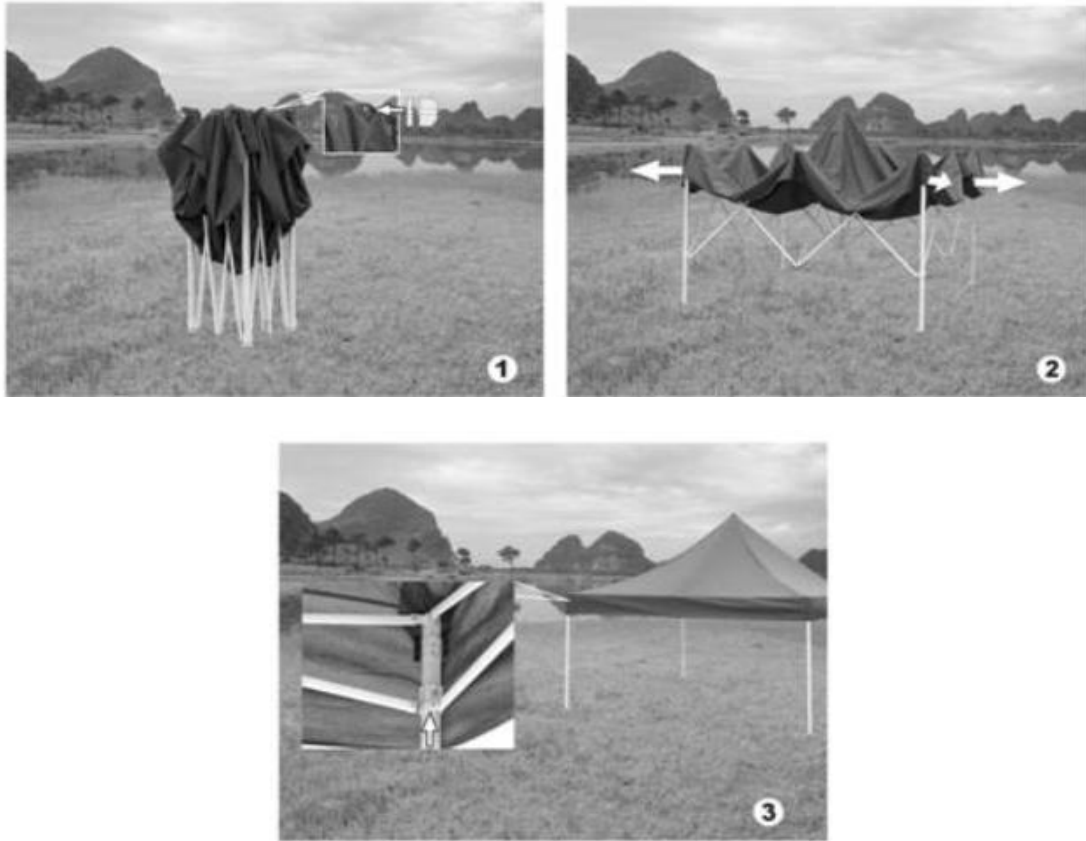
## Starting up

To set-up the Gazebo please read the following instructions:

- Remove the tent from the protective bag and stand upright. (Pic 1 below).
- With 2 – 4 people, on standing at each corner of the tent, gently pull out the corner posts. (Pic 2 below).

**Please note:** Please pull from diagonal corners if only working in a pair, gradually work on slowly pulling out opposing corners in stages.

- Once the corners are fully extended, push back the plastic corner pieces on the poles along one side up until they click into place. (Pic 3 below).
- Repeat along the other side.
- All the roofing material should be pulled tight.



## Packing Down

When you have finished with the Gazebo please follow the directions below:

- Lower the legs by pushing in the lock pins in and letting the roof section lower one side at a time.
- Push in the clips at the top of each of the poles and lower the roof gently as you guide all of the corner poles to the centre. (Pic 5 below).
- Once the tent is folded, place the protective bag over the top and leave ready for collection. (Pic 6 below).



If you have any queries or problems please email [sales@oxfordeventhire.co.uk](mailto:sales@oxfordeventhire.co.uk) or phone **01865 760158**.

We hope that our *Gazebo* helps to make your event a success.  
Please note that you can return the item to us dirty.