



THE ALLEEN COMPANY TENT RENTAL PROCEDURES

- Please evacuate the tent in bad weather as it is not a shelter.

To avoid any extra charges to your tent rental, here are some suggestions on what not to do.

- Do not decorate the tent with crepe paper. It will bleed onto the tent if it rains.
- Do not decorate with fabric that will fade. It will fade onto the tent if it rains.
- Please do not have open flames within 18" of the tent (this includes tiki torches)
- Please do not grill or cook under the tent unless you are reserving a tent specifically used for such.
- Please do not use silly string within the tent.

The following situations are subject to addition charges:

- If the equipment is not returned in the condition it was rented in, there may be an additional cleaning charge.
- If an item is not returned from a rental, the customer will be charged a replacement charge.
- If items are not returned on the date specified on the contract, there will be additional charges for the extended rental period.



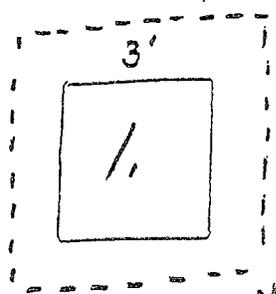
The ALLEEN COMPANY

"EVENT SPECIALISTS SINCE 1951"

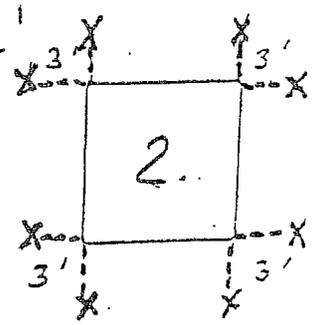
11939 Tramway Dr.
Cincinnati, Ohio 45241
513.769.0393 Fax: 513.554.3143 800.436.2051

20 x 20 DINING FLY INSTRUCTIONS

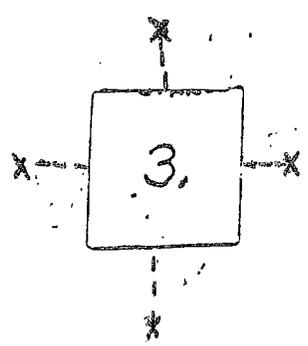
STEP 1. LAY TOP OUT FLAT ON GRASS, LEAVING A 3' PERIMETER AROUND ON ALL 4 SIDES.



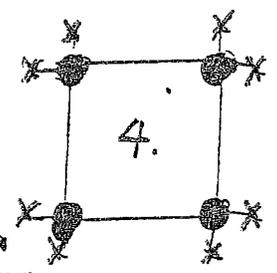
STEP 2. DRIVE 2 STAKES AT EACH CORNER, 3' OUT. STAKES SHOULD BE DRIVEN 18"--24" DEEP.



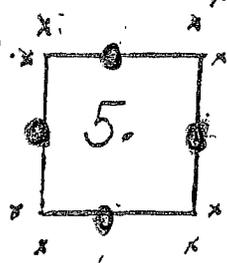
STEP 3: DRIVE INTERMEDIATE STAKES 3' OUT FROM THE SIDES. STAKES SHOULD BE DRIVEN 18"--24" INTO THE GROUND. (Note: the 14' x 14' and 15' x 15' dining flies do not have intermediate stakes in some cases.)



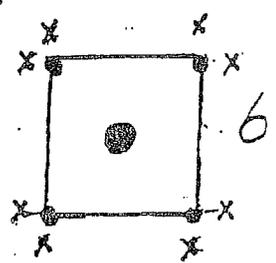
STEP 4. STAND THE 4 CORNER SIDE POLES UP AND TIE THE ROPES TO THE STAKES.



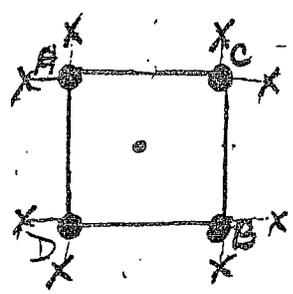
STEP 5: STAND UP THE INTERMEDIATE POLES AND TIE OFF. (Note: 14' x 14' and 15' x 15' dining flies do not have intermediate poles in some cases.)



STEP 6. PUT CENTER POLE IN AT AN ANGLE, THEN STRAIGHTEN IT TO STAND IT UP.



STEP 7. TIGHTEN ROPES AT STAKES ON OPPOSITE CORNERS FIRST, e.g. A & B. THEN TIGHTEN THE ROPES ON THE OTHER 2 CORNERS, e.g. C & D. TIGHTEN EVENLY.

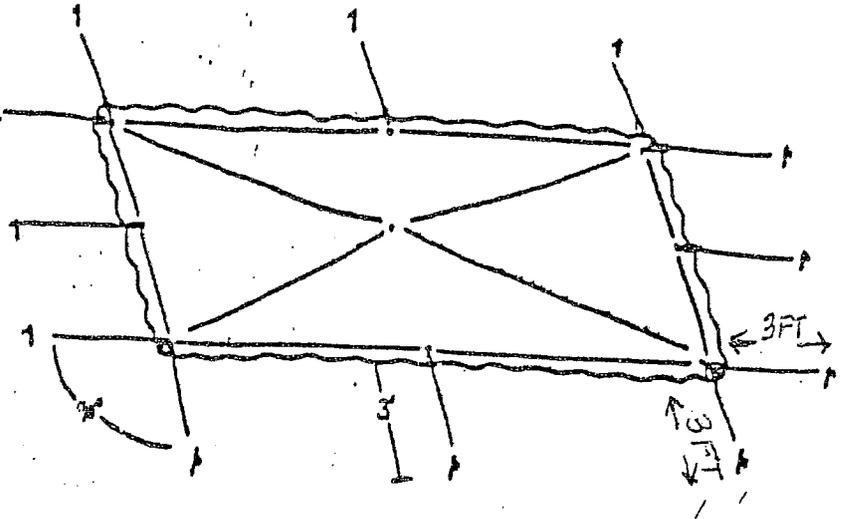


These directions can be used in assembling a 16 x 16 or 18 x 18 Dining Fly

Rental and Sales of party, meeting and convention needs

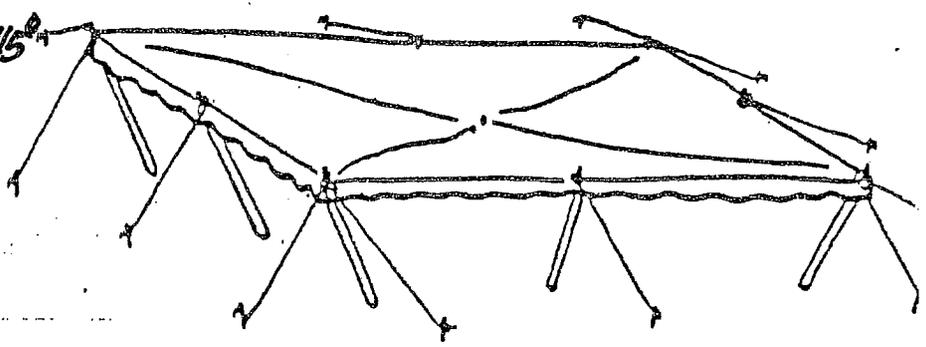
Directions for 20x20, 18x18
 3/16x1/6 Dining Fly

1. Spread out dining fly and ropes. Drive stakes 3ft out from edge of the dining fly. Two at each corner and one ~~at~~ ^{out} each side pole position.



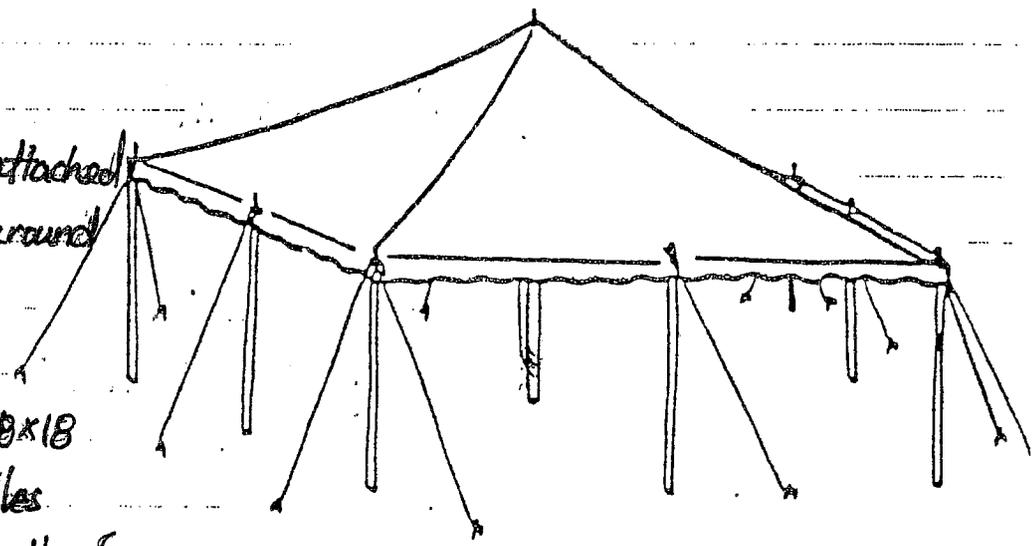
2. Fasten ropes to stakes.

3. Set up corner poles and then side poles with tips through grommets. Angle poles at about 45°.



4. Set up center pole with tip through grommet.

5. Once center pole is up, push corner & side poles to vertical. Adjust and tighten ropes.



6. Small diameter cord is attached to center ring and tie around center pole.

Parts needed for 20x20, 18x18
 & 16x16 Dining Fly 8 side poles
 12 stakes & center pole length of
 center poles will be determined by style of dining fly