

# TENT RULES AND REGULATIONS

There are so many things to consider when it comes to tents at wedding, including safety. Due to all the moving pieces, we ask that you please take these things to heart.



The Client understands that Unveiled provides certain outdoor event locations by special permit from federal government or state agencies. The Client agrees that they and their invited guests will abide by the permit requirements while on federal or state land.

If an Act of God, such as a fire, flood, earthquake or other natural calamity shall cause the Client to cancel the event; Unveiled will retain the deposit collected as payment for time spent planning the Client's event.

## ***Inclement weather.***

1. For the health and safety of guests, vendors, and the Client, Unveiled Events & Design requires proper planning and execution of an Inclement Weather plan, as determined by the Event Manager. Inclement Weather is defined as but not limited to: rain and or flooding, below 50 degrees, above 90 degrees, strong winds, hail, tornado, or lightning. The client and Event Manager will consult The Weather Channel Application ("The Weather Channel") to monitor the weather forecast.
2. If The Weather Channel projects temperatures higher than 90 degrees or lower than 50 degrees within 48 hours of the Event Date, the Client agrees to secure adequate cooling or heating devices as determined by the Event Manager.
3. If the Venue does not have a safe or suitable Inclement Weather option to accommodate for rain, appropriate for the estimated guest count, the client is required to reserve a tent within 14 days of hiring Unveiled Events & Design, including side panels and appropriate climate control option. If The Weather Channel projects a 20% chance of rain or more within 48 hours of the event date, the Client agrees to submit a final payment for the tent.

4. If placing a tent in a space that has not previously been tented, a site visit with the Event Manager, venue manager, and tent company is required prior to reserving the tent.
5. The application for a tent permit with the City of Oklahoma City is required to be submitted no later than 4 weeks prior to the event. Unveiled Events & Design is not liable for responsibility, city fees or obligated to work the event if a permit is not secured. The Event Manager can apply for the permit on behalf of the client.
6. If Inclement Weather escalates beyond the health or safety of the Inclement Weather plan, as determined by the Event Manager, the Client agrees to move the event to a suitable venue with the help of the Event Manager. If lightning or emergency weather alerts are present on The Weather Channel for the Event Date, the Event Manager nor any vendor partners will be permitted to begin setup until lightning is no longer projected by The Weather Channel and/or the emergency weather warning has been lifted.

We get that weather plans stink. BOOOOO! And we will cross our fingers, say our prayers and rub our rabbit foot alongside you in hopes for the perfect day. But in the meantime, let's go ahead and talk about headspace and be prepared for anything!

Tents are temporary structures and could possibly collapse during conditions of severe wind, rain, snow, etc. Tents must be evacuated when weather conditions become hazardous or the tent is no longer stable in the current weather conditions. Tents that are secured with stakes (grass, asphalt or concrete) must have the area surveyed and marked for underground lines by the utility companies as required by Oklahoma State law. To ensure compliance with the law, OKIE811 must be notified to file for the required permit. Private property owners must mark all underground lines that cannot be located by OKIE, such as sprinkler lines, underground drains, or any lines not laid by the city. The tent will not be installed if lines have not been marked. If lines are not marked in the required time, barrels may be necessary to continue the installation of the tent. Additional costs may apply. For tents within Oklahoma City limits, a tent permit is required from the Oklahoma City Fire Marshal's office. A fire marshal will provide a tent permit when the tent is inspected. The tent permit must stay inside the tent. A permit number will be issued the week of the event.

### **Tent Vendors**

- Marianne's Rentals, [www.mariannesrentals.com](http://www.mariannesrentals.com), 405.751.3100
- 110 Events, [www.factor110.com/110-events](http://www.factor110.com/110-events), 405.604.0041

### **Permit Process**

- Both recommended vendors procure permits when renting their tents.

### **Questions?**

- Oklahoma City Fire Department Fire Prevention Services - Gary Jackson, 405.297.3584
- [Website](#)

\*Please note, Unveiled Events & Design is here to navigate these questions for you..

### **Other things we consider and Tenting 101**

- Does your band or DJ require side panels?
- Does your venue require barrels or allow staking?
- What size tents are permitted by your venue?
- Don't forget covers for your barrels.
- What about lighting?
- Don't forget a catering tent!
- You'll have to make your final decision about your tent plan 2-3 days in advance. You can always cancel it but payments are non-refundable once called and secured.
- Determine set up and break down windows as allowed by the venue as it can greatly determine the final cost.

- There are a limited number of people that can properly erect a tent in the city of Oklahoma City, therefore, getting on their books is not guaranteed and is one reason we require booking them upfront in the planning process.