



## Special Events in Spectacular Tents Frequently Asked Questions

### How many Tipis will I need for my Special Event?

As a general rule, we recommend 50-60 seated guests per Giant Hat Tipi to allow for an open space for a dance floor and any other extras you may wish to include such as fire pits. By linking a number of structures together we can create much larger spaces for bigger events! Take a peek at our [Floor Plan Gallery](#) for guest capacities and ideas on how best to optimise the space inside the Tipis.

### How much ground space do the Tipis use?

The amount of space you need for the Tipis really depends on how many structures you are having. Our [Floor Plans Gallery](#) has lots of example layouts including the precise measurements for each formation ©

### I really want Tipis for my Special Event – what do I do next?!?

You can give our team a call on 0800 321 3677 or fill in our [online](#) customer contact form, we will then prepare a bespoke quote for you based on your event needs. When all the details have been confirmed a booking form will be sent over to you including details of the 25% deposit needed to secure your Tipis for your date! We will also create a personalised floor plan to help you visualise how the space could work with your numbers!

### What areas do you cover?

With bases in both Cumbria and Northumberland, we have excellent access to Cumbria, the Lake District, Southern Scotland, Northumbria, North Yorkshire and Lancashire and have the facilities to extend our services further afield.

### I've found my perfect pitch, what do I need to consider?

When thinking about your site there are a few things to keep in mind:

- Does it have good access for large vehicles eg. 4x4 vehicles
- How exposed is the site? Will you need extra security?
- Is the ground level and well drained?
- Does the site have access to water, power and toilets?
- Are there any overhead cables or trees near your perfect pitch?

We offer free site visits and would be more than happy to help you decide if your site will work with our Tipis

### Can you suggest a venue?

Yes, we work with some fabulous venues across Cumbria, Northumberland, Scotland, Lancashire and North Yorkshire. A selection of these can be found on the [Friends](#) page of our website, these are all venues we have worked with before and can really recommend!

### What do we do about power?

The amount of power needed for your Special Event depends on things such as lighting, caterers and music. If plugging into a mains electric supply (ideally within 20m of the tipi) we can discuss the power needed to check its suitability (A 3 phase socket would be great; however an external 32amp round pin or a number of standard 13amp sockets should suffice). If your power supply isn't guaranteed we can supply generators for your event. We prefer to use our generators as we know what cabling we need, what plugs you might need and where to get emergency generators if necessary! However, if you want to get your own, we recommend getting a silenced 40kva generator (as a minimum), 12hrs fuel (as a minimum), cabling, distribution panel, 12 plug sockets & hire for the duration of your event from set-up date to take down date. It is always best to have the generator there on site during set-up so we can test the lighting for you!

### How does the lighting work?

Our amazing lighting sets include 3 LED Parcan uplighters and 3 LED Parcan downlighters per tipi. There are a choice of colours for the uplighters and the lighting can be zoned so that you can have different levels and colours of lighting in different areas of the Tipis. There is also a dimmer switch, meaning you can set the lighting to the best level for your event. To maximise the Tipis cosy atmosphere we recommend that you keep it as low as possible, especially after you have eaten!

Our lighting is very easy to operate and full instruction on how to use it will be given during handover. Our lighting operates off one 13amp supply and is not only cheap to run but also environmentally friendly!

### Who does what and when?

Your Tipis will be completed and handed over to you at least ½ a day before your Special Event (we aim to give 1 full day!) and are usually taken down 1 - 2 days after. We will let you know 5 weeks before your event which days your install and takedown will be. In terms of your actual event, we recommend that you do an hour by hour breakdown of what is going to happen and who is going to help you achieve it. For example, for a wedding, a detailed list of what is going to happen and at approximately what time from the ceremony through to the evening's entertainment (remember speeches always over run!!). Top Tip - we have always found caterers to be an excellent timings and planning resource so make the most of them!

We can provide on-site support if you'd prefer someone to be on hand to light your fires and open and close the sides of the Tipis at your wish. Just ask for onsite support to be included in your quote...

### When will you come and set-up the Tipis?

Set-ups are at least 1 ½ days before your event meaning there will be plenty of time to decorate & enjoy the space. We do set-ups on a Tuesday, Wednesday, Thursday & Friday and will let you know 5 weeks before your Special Event which day it will be. If you have a preferred day please let us know and we will try to work around you.

### How do we put the sides up & down?

During the handover our crew will show you how to put the sides up and down so you can make the Tipis suit the mood and weather of your event! If you have someone you would like to do it for you then make sure they are around during the handover and we'll happily take you all through the simple steps.

### What will my caterer need?

All caterers are different and use different equipment depending on your menu and venue, your best bet is to ask them what they will need and pass the information onto us. Caterers supply items such as table linen and napkins, ovens and heating cabinets. We can supply a catering tent (normally 6mx6m), with hard flooring, lighting and 3 trestle tables as standard. Check if your caterer needs extra trestle tables and how many. As a rough guide we normally get asked for 9 in total. We can also supply a trade gazebo for your catering if you're thinking of having something like a hog roast.

### What are the dimensions of your tables and benches?

Our Nordic pine tables are 200cm (2m) by 70cm and the matching benches 200cm (2m) by 30cm. The benches seat 3 adults perfectly but can fit 4 people on if you don't mind a little less elbow room! As standard we recommend 6 guests per table for formal sit down dining and 8 guests per table for more informal dining such as hog roasts.

We also stock 5ft 6 round tables which seat 8 guests for formal dining and up to 10 guests for more informal dining.

### I'm using your Nordic pine tables and would like tablecloths, what size do I need?

Caters usually supply good quality table linen including cloths and napkins. We would recommend 108' x 72' for our Nordic pine (2m) tables. Do let us know if you're using tablecloths for your Special Event as we will need to bring equipment to tape up the gaps in these tables!

For our round 5ft 6 tables we would recommend a 120' table cloth drop.

### Do I need a member of your team present to maintain the fires during the day?

#### How much smoke do they give off?

Looking after the fires is very easy to do yourself and we will show you how to use it during handover. Our layouts always place the fires in the middle of the Tipis so the smoke can leave through the specialist smoke flap. We'll show you how to open and close it against the wind during handover. We also use aptly named smokeless logs, which are brilliant.

To ensure a smoke free environment try and light the fire an hour or so before your guests arrive and don't let the fire burn down too low. Top tip – nominate a responsible person to look after the fires and throw logs on occasionally. A nominee to look after and replenish any tea light candles is also a must!

### Our Special Event is in the summer...do we need heating?

Our wonderful British climate can make it rather tricky when deciding to heat or not to heat! Our fire pits look the part but they don't give off a lot of heat and we wouldn't recommend them as the only source of heating if it is a bit nippy! With this in mind we are happy for you to book your heaters at the last minute (latest 5 days before your event) and pay for them on set-up. For winter events we can advise you on and organise the appropriate heating to keep you and your guests nice and snug ☺

### Can the Tipis be used in the winter?

Yes, our structures are inspired by the efficiency of Sámi people's Tipis in the coldest parts of Northern Scandinavia and are used in Ski resorts across Europe, they combine traditional materials with state of the art technology so whether you want to bring the outside in, enjoying the long, hot days of summer with open sides and a glass of Pimms, or cosy up with warm skins and open fires on a snowy winters evening, our Tipis are all season structures designed to stand up to the unpredictable British weather! We also offer Out of Season Discounts on Winter events, please ask for further details!

### When do we need to finalise everything by?

You will receive an email from Special Event Tipis 5 weeks prior to your event asking you to confirm table numbers, furnishings, extras and all of your details for our crew. Before this point you can change any part of your order apart from the amount of Tipis on order. Please be aware though that as the time ticks on we cannot guarantee extras such as fires and fairy lights! Once we have received confirmation we will issue you with a final quote and invoice for any outstanding balance.

### What insurance should we be looking to get?

We offer a damage waiver fee (2% of the total hire cost) that is automatically included into your quote. If you would prefer to provide your own insurance we can advise you on the amount of cover you will need. As a rough guide, each tipi is worth £25,000 (including some furnishings), a generator £15,000 and a toilet trailer £20,000 – please ensure that you have enough cover! We would also stress that you need insurance to cover you from the day of set-up to the day we take down and also recommend that you get 'public liability' cover in the unlikely event that an accident occurs involving one of your guests.

If you choose to provide your own insurance we will require a copy of your certificate no later than 14 days prior to your event.

### Should we have security?

You will need security, particularly on an exposed site. Often we recommend that a family member or friend stays in the tipi over night. This will be particularly important the day before your event when everything is ready to go!! If in a public space Special Event Tipis also recommend that you look into hiring security for the evening of your event and let your local police station know event details such as how many people will be attending, approximately what time the event will finish and set-up and take down dates.

### When do I have to pay the final balance?

The remaining balance on your account must be paid 21 days prior to the date of the Special Event.

### I keep on reading about the handover...what does this involve?

When the set-up is complete the on site crew chief will hand over the Tipis to you (signature required) and take you through how to work the lighting, Tipis sides, fire pits, smoke flaps (if applicable) and heating (if applicable).

We will also leave you with a quick reference guide to these features in case you forget with all the excitement!

### Do you provide toilets?

Yes, we work with amazing loo suppliers and can help you to arrange these facilities for your event ☺

### What else is there to think about?

Toilets, recycling, rubbish disposal and water for your event! It is also a very good idea to let your local taxi firm know approximately what time your event will be finishing so they can be on standby and put their cards behind the bar or in the loos so your guests know who to call when they are ready to hit the sack. You may also need to think about tables for presents, cakes, welcome drinks, outside seating (maybe bales, kid's picnic tables or extra benches) and racks for jackets!

The companies you work with when arranging your Special Event such as caterers, florists, photographers and of course Special Event Tipis are a mine of information when it comes to timings, jobs and the order of things – talk to them and be amazed as the fogginess becomes clear!