

Assembling the Corkery Community Centre Large Tent

The tent consists of the following pieces:

- 8 straight pipes, about 10' long, which in pairs define the sides of the tent
- 4 joiner pipes, about 30" long, which are used to join the straight pipes
- 4 corner brackets, with horizontal pipes in two direction and a downwards vertical pipe, which also have hooks on the inside and fixed "D" rings on the outside. When mounted the hooks (on the inside) face up.
- 4 corner posts, the feet of which have two holes for the tent pegs
- 8 tent pegs, about 30" long, with fixed orange "D" rings
- 2 diagonal steel cables
- 1 centre pole, which includes two "D" fasteners. The top part of the centre pole is narrower, and goes through the top of the tent, and can be used to mount a flag or pennant above the tent. The bottom part of the pole has a "fork" which straddles the diagonal steel cables.
- One tent fabric and carrying bag. At each corner of the tent fabric there is a 1" wide web band with handle and tie-down ropes with woggle. The tent fabric when assembled also has a skirt, which is held in place at the corners by Velcro fastening.

The only tools needed to mount the tent are a sledge hammer and a piece of 2x6 about 6' long.

The manner of assembly is as follows:

1. Lay the straight pipes out on the ground, two to a side, end to end, in the location where it is desired to erect the tent. Lay the joiner pipes at the junction of the two pipes on each side, and position the corner brackets, corner posts and two tent pegs at each corner of the area.
2. Beginning at one corner, assemble the first pipe to the corner bracket (with the hook on the inside of the corner bracket facing up).



3. Then join the joiner pipe to the other end of the first pipe, and the second pipe onto the joiner pipe. Proceed around the square to complete the assembly.

4. Take one diagonal steel cable, hook one end onto the hook on one corner bracket, and then proceed to the diagonally opposite corner bracket.



5. You will have to lift that (second) corner bracket about 4' off the ground in order to hook the other end of the diagonal steel cable to it.
6. Proceed in like manner to install the other diagonal steel cable onto the other two corner brackets.



7. Remove the tent fabric and unfold it in an area adjacent to one side of the tent frame. Then three or four people should gently drag it across the frame until it rests roughly centred on the frame. (Note: If the tent fabric was accordion-folded and rolled when it was put away, it should be possible with care

to unroll it on one side of the frame and then progressively unfold it over the frame.)

8. At each corner of the tent fabric, locate the tie-down ropes and fabric skirt and throw them over the tent fabric out of the way. Locate the web band and handle, and pull the web band out and down so it hooks under the "D" ring on the outside of the corner bracket.



9. When it comes time to do the fourth corner, the tension on the web band will render it too difficult to simply pull the handle out and down to hook it. At that juncture it will be easier to do the job using the “pointy” end of the tent peg as a lever, hooking it first inside the web band, and then prying it out and under the “D” ring in a circular motion. (This is something like the motion a knitter does with knitting needles!) *Note that in all cases care must be taken to ensure that the tie-down ropes and fabric skirt do not get caught under the web band.*



10. At this point it is time to raise the tent. *Be sure to raise the downwind side of the tent first; raising the upwind side could result in accident or injury.*



Two men, standing about 2' from the first corner, lift one corner of the tent to a position over their heads. The third man, using the 2x6, lifts the corner the final bit necessary to allow a fourth person to slip the corner post onto the down-pipe of the corner bracket, *taking care to ensure that the post is inside all tie-down ropes and skirt.*

11. The corner can then be allowed to sit on the post on the ground. In like manner the second corner is raised and post inserted.



12. Two men then take the centre pole under the tent, and one inserts the narrow end through the harness and the hole in the tent fabric. (Note that these are separate, so care must be taken to ensure the end goes smoothly through both).
13. (If desired, at that point a flag or pennant can be mounted on the pole protruding through the tent)

fabric, by one person walking carefully on the fabric on the outside, starting on the tent side still resting on the ground.) The other man locates the diagonal steel cable that is uppermost, and positions the centre pole parallel to it. While the first man at the centre begins to lift the centre pole at the hole in the tent fabric, the second man removes the “D” fastener at the fork and places the fork to straddle the diagonal steel cable. By then pushing on the fork along the steel cable to the intersection of the two diagonal steel cables, the centre of the fabric can be made to rise most efficiently. At that point one man can lift the upper steel cable and pole slightly, while the other man presses down on the lower steel cable and guides it between the fork “tines”. When both cables are between the tines, the “D” fastener is re-inserted and closed.

14. The remaining two corners are then lifted and tent posts installed, as above. Once up, the tent posts can be adjusted slightly so that they are slightly inwards leaning.



15. Tent pegs are driven into each of the two holes in the base of the tent posts. The tent pegs should be driven at opposite (approx. 45 degree) angles so that they best “grip” the soil.

16. *The pegs should be driven in to allow about 1” of space between the “D” ring on the tent pegs and the base of the posts (to facilitate inserting a lever for removing the pegs.)*

17. At each corner of the tent fabric, the tie-down ropes include a hook and a woggle. Adjust the woggle to allow the hook to be inserted through the “D” ring on one of the tent pegs, and then lower the woggle to tighten the tie-down ropes.



18. Close the skirt of the tent fabric (hanging down below the side poles) by joining the Velcro fastening at each corner.
19. This completes the tent assembly.

Disassembling the Tent

This is largely the reverse of assembly. In addition to the sledge and 2x6 used in the assembly, a short length of 2x4 or 2x6 and either a crow bar or large wrecking bar will be useful as a lever. The steps are:

1. Unhook the tiedown ropes at each corner by releasing the tension. Also undo the Velcro fastening.
2. The tent pegs can sometimes be loosened a bit by tapping the top of each peg in a direction that would "straighten up" the peg. The short 2x4 and lever may be used to start the peg out of the ground. Repeat for all pegs.
3. One man with the longer 2x6 lifts the first corner of the tent so that the post may be removed. He then lowers it to two men who "catch" it and lower it gently to the ground, *making sure that the skirts and tie-down ropes are not caught under or inside the corner bracket post*. Repeat on an adjacent corner.
4. One man goes under the tent, removes the "D" fastener from the centre pole fork, removes the lower diagonal cable from between the "tines" of the fork, and slides the fork along the upper diagonal cable to lower the centre of the tent fabric. (At this point another person on the outside of the tent removes the flag or pennant from the top of the centre pole, if one has been installed.) The centre pole is slid out of the hole in fabric and harness, the "D" fastener re-installed on the centre pole fork, and the pole removed from under the tent.
5. The remaining two corners are then lowered to the ground as above, *ensuring that the skirts and tie-down ropes are not under or inside the corner bracket posts*.
6. Using a tent peg, at one corner of the tent fabric the webbing band is removed from under the corner bracket "D" ring. Inserting the tent peg under the web about 4" from the corner, and then sliding it to the corner will start the process, and a semi-circular motion around the "D" ring should position the web to slide over it. Once the first corner is removed, the web band can be removed from the other corners using the web handle provided. At this point the tent fabric should be unconnected to the frame.
7. Gently pull the tent fabric off the frame and onto adjacent lawn. At this point the tent fabric can be folded and put away. This is best done by using an "accordion fold", using as many "hands" as can be made available. Starting at one side, fold a 3' (approx) strip on top of the fabric. Grasping the edge of the fabric and "pinching" the fabric lying below it, lift the (now two layers of) fabric, and allow the first (double) strip to fall under the fabric as you pull it slightly towards you. Fold the (now triple) strip over the top of the fabric to make another layer. Repeat the grasping/"pinching"/folding-under motion, and continue on until all of the fabric is contained in an accordion-folded stack. Start at one end of the stack and roll up the fabric, and place it in the bag provided.
8. Lift one corner of the tent frame 4', and remove the diagonal steel cable from the hook. Remove the opposite end, coil and put away the cable. Repeat on the other cable. The tent frame can then be pulled apart and stored away.
9. The eight tent pegs, 4 corner brackets, 4 joiner pieces and two diagonal cables go in the basket provided. The "D" fasteners should remain with the centre pole.