



## **FLORING & STAGING EQUIPMENT HIRE INSTRUCTIONS & SAFETY**

Thanks for choosing McHugh Hire, please take a minute to read the applicable instructions relating to the equipment you have hired.

We're sorry if some of the info sounds like common sense, but we need to cover all the bases. We've tried to translate the instructions for our equipment into a language that people can understand, if any part of it doesn't make any sense, please let us know and we'll fix it.

Please make sure you have fully read the instructions and all terms and conditions and product info at [www.mchughhire.com](http://www.mchughhire.com) before using any of our equipment to avoid extra cleaning, hire or damage charges.

**All of our equipment and equipment's packaging must be returned in the same condition as it was delivered or the hirer will be charged for replacement. All equipment and packaging must be properly cleaned before return unless otherwise stated or paid for.**

**All equipment is for adult use only unless otherwise stated.**

**DO NOT LEAVE OUR EQUIPMENT OUT IN THE RAIN.**

When you have finished with your equipment please make sure everything is wiped down and cleaned in the same condition you received it. If your equipment is returned un-clean you will be charged for cleaning.

For equipment lost or damaged by misuse you will be charged for replacement or repair.

It is your responsibility to ensure all power leads will not be a trip hazard, we have safety cable covers for hire if required. Please also make sure your leads are clear of water, heat and any other hazardous source. If you have hired RCD safety switches or blocks, please test the devices by pressing the trip button(s) before using each day.

For any equipment that comes with spare parts/batteries/bulbs etc:

Do NOT discard the original/dead parts/batteries/bulbs. They must be marked "dead" and returned with the equipment for our post hire testing. Failure to do so will incur a replacement charge on return. Missing AA, 23A, AAA batteries will be charged at \$2.50 each. All other missing parts will be charged at RRP.

**All equipment must be packed away, at loading area, ready for our drivers to pickup.**

You are responsible for using our equipment safely, especially equipment that produce heat. Please use common sense and keep children supervised near all McHugh Hire equipment.

Please note many of our items contain GPS tracking units to prevent theft and to recover stolen equipment. This includes all of our expensive equipment and random lower cost items. If you are using the equipment in a high security area, please check that these transmitters won't be a problem on site.

---

### **Dance / exhibition floor hire**

Dance floors must be used on flat smooth or soft floor only. They cannot be used on grass or any uneven surface. They can be used directly on carpet or smooth hard floors.

They can be used on flat rough (un-polished) concrete only if carpet or a soft underlay is used between the surfaces. If not the floor will be damaged by the rough ground. We have rubber backed carpet tiles to go under these if you

need them. The dance floor may also scratch the surface underneath (timber floors etc.) so please ask us for carpet tiles to go under the dance floor if you need them.

First, start by laying out the tiles to the shape/size you want your floor to be with a 10cm gap between them. The 2 clip sides always face north and south and the 3 clip sides face west on the first row east on the second row, west on the third row, east on the fourth row etc. Then place your edging around the outside, you should now have an expanded view of what the floor will look like.

Start at the top left side and connect them together from left to right, then connect all of the top edging. Then connect the second row tile underneath the last tile you connected (first on the right side) then connect from right to left whilst also connecting to the above row.

Continue to work from left to right and right to left in a zig zag pattern until you have connected all the tiles together. Continue to add the edging as you go, this will ensure your floor remains square.

To pack down, reverse the above process. If you have not paid for cleaning, please ensure every part of the floor (top and bottom) is cleaned.

Please see this demonstration video for more information: <https://www.youtube.com/watch?v=pTZyXEksRCc#t=873>

### **Red carpet hire:**

Red carpets are best used for entries to special gala events etc. If they are used in high traffic areas over long periods of time or used in areas where people will be eating and drinking, heavy staining is likely to occur.

This may lead to heavy cleaning or replacement charges. If this may affect you, please browse our other flooring options.

When cleaning the carpets, please vacuum well and only use carpet specific cleaners / dry cleaners. If you are not sure, please contact us or a carpet professional.

### **Stage hire:**

To setup your stage you will need two people.

- 1) Lean your stage panels against a wall, please ensure you are not damaging the panels, stage top or wall you are leaning it on whilst doing this.
  - 2) Insert the legs into the underside of the panels and lock in with the locking lever. Set the height desired (use the in built rulers on the sides of the legs). Ensure the adjustment feet are wound all the way up.
  - 3) Turn your panels over onto their feet and place next to each other to see if any feet adjustment will be needed to level the stage. Please use the provided extra large spirit level to make sure the stage is level. Please let us know if your stage will be placed on uneven ground so we can provide packers if needed.
  - 4) Join together the panels with the tongues and grooves on the side then use the locking levers underneath.
  - 5) Perform another level test then climb under the stage and ensure all legs are firm on the floor and adjust down the feet as required.
  - 6) Walk carefully on the stage and test to see if any sections don't feel firm on the ground before adding full load, adjust as necessary.
  - 7) If skirting is hired, insert the Velcro tags to the edge of the stage and run the skirt around the stage. Tuck and fold away any excess behind / under the stage.
  - 8) If you are cleaning the stage yourself you will need to mop the top and remove any other marks with cleaning equipment. The drape will need to be taken to a dry cleaner if in store cleaning has not been chosen.
  - 9) When packing down, please be careful not to damage or lose any parts, as they are very expensive to replace.
-

**We wish you all the best and thank you for choosing McHugh Hire for your hire needs!**

If you have any great photo's of our equipment in action we'd love you to share them with the McHugh Hire community via our Facebook page <https://fb.me/McHughHireShop> or email [bookings@mchughhire.com](mailto:bookings@mchughhire.com)

If you have any queries please call us on 6162 1662.

