

WICKEN PARISH COUNCIL
APPLICATION FOR HIRE OF MARQUEE(S)

NAME:

ADDRESS:

Telephone (daytime)

Telephone (evening)

Address of Function/Venue:
(If different from above)

Date of Function:

Date Equipment Required:

Marquee(s) required (please tick):

Item	Tick	Unit Price		Total
		Commercial	Non-profit	
30 feet x 30 feet marquee (Qty 2 available)		300.00	150.00	
30 feet x 20 feet marquee		240.00	120.00	
20 feet x 15 feet		160.00	80.00	
Total Due:				

Please find attached a deposit cheque of £50 due at time of booking. Provided the equipment is returned in an acceptable condition to the trained supervisor, I understand that the deposit cheque will be returned to me. If not, then I accept that the deposit is forfeit and my cheque will be cashed.

I confirm that the details provided above are correct. I confirm that I have read and understood the conditions of hire set out overleaf and I agree to abide by these terms. I further confirm that I accept full responsibility for the marquee(s) and people associated with them whilst the marquee(s) are in my charge.

Signed:

Date:

For and on behalf of:
 (Groups/Businesses only)

Return to: Rachel Earl
 Clerk, Wicken Parish Council
 C/o 42 Chapel Lane
 Wicken, Ely
 CB7 5XZ

Please make cheques payable to Wicken Parish Council. If you wish to pay with cash, please take it to the address above. If the Clerk is not available, you will receive a receipt within 24 hours of her return. You may also pay by direct transfer into BACS account no 40971014 sort code 20-29-68

WICKEN PARISH COUNCIL

CONDITIONS OF HIRE

This Agreement lays out the terms under which an individual or group may hire the marquee(s) belonging to Wicken Parish Council.

1. Hire

1.1 The marquee(s) are for hire by parishioners, non-profit making parish groups or businesses resident in the Parish of Wicken only. The marquee(s) will only be supplied for events held within the boundaries of the Parish of Wicken.

1.2 Hire of the marquee(s) will only be accepted upon receipt of a completed application form and payment of the deposit. Provisional bookings will not be accepted, nor will applications without a deposit.

1.3 On receipt of the application for hire and required deposit, the hirer will be issued with instructions on how and where to collect the equipment and a date when the full hire charge is due.

1.4 Payment of the hire fee is due fourteen days prior to the date of requirement.

1.5 Collection and erection of the equipment is the responsibility of the hirer. The equipment can be collected 48 hours prior to requirement. After the function, the equipment can be returned at a convenient time to Wicken Parish Council (see point 2 below).

2. Erection

2.1 At the time of erection, Wicken Parish Council will nominate a trained supervisor to instruct on the erection of the marquee(s). This will be arranged at a convenient time to Wicken Parish Council. Provision of labour to undertake the manual work is the responsibility of the hirer. A minimum of three people is required.

2.2 After the function, a trained supervisor will need to be present to oversee dismantling and inspect the marquee(s) for damage. This will be arranged at a convenient time to Wicken Parish Council. Provision of labour to undertake the dismantling is the responsibility of the hirer. A minimum of three people is required.

2.3 The Hirer, at all times in their charge, is responsible for the safety of persons erecting and dismantling the equipment.

3. Insurance

3.1 Wicken Parish Council will not accept any liability for loss, damage or injury whilst the marquee(s) is the responsibility of the hirer. Any claims for third party injury or public liability insurance will be the responsibility of the hirer.

4. Charges

4.1 The charges levied are in accordance with Wicken Parish Council's published list of charges and may vary from time to time as appropriate. Please check at time of booking.

5. Cancellation

5.1 If the agreement is cancelled after it has been accepted, and prior to fourteen days before the date of the function, the deposit (and payments of hire charge if received) will be reimbursed in full.

5.2 If the agreement is cancelled later than fourteen days before the date of your function, the deposit will be reimbursed in full, but the hire charge will be forfeit.