



Llanon Community Council
Marquee Hire
Policy & Procedure

Adopted: 25th May 2022

Llannon Community Council Marquee Hire Policy & Procedure

The Council currently owns two marquees to be used at council events and by constituted community groups based within the Llannon ward. Due to the value of the marquees and the manpower required to erect and take-down the marquees, it is necessary for the council to have a policy and procedure in place.

Hirers wishing to erect/take down the marquees themselves

The hirer must provide the council with a copy of the completed booking form (copy attached) and the following:

- Constitution
- Insurance Schedule/Letter to show the marquees are insured, the event is insured and public liability insurance at a minimum of £10m is in place.
- Risk Assessment for the event to include the marquees
- A deposit of £150 (per marquee) which will be refunded only if the marquees are returned undamaged. Deductions will be made for any repairs or replacement parts that might need to be purchased.

Following receipt of the above, the Clerk will contact the hirer to plan for the delivery and collection of the marquees.

The hirer is responsible for the safe custody of the marquees from the time of delivery until collection is made. Llannon Community Council will not accept any responsibility for any damages or injuries during this period.

Hirers wishing the council to erect/take down the marquee themselves

The hirer must provide the council with a copy of the completed booking form (copy attached) and the following:

- Constitution
- Insurance Schedule/Letter to show the marquees are insured, the event is insured and public liability insurance at a minimum of £10m is in place.
- Risk Assessment for the event to include the marquees
- A payment of £250 (per marquee) for the rental **and** a £150 deposit (per marquee) which will be refunded only if the marquees are found to be undamaged when the council staff take-down the marquees. Deductions will be made for any repairs or replacement parts that might need to be purchased.

Following receipt of the above, the Clerk will contact the hirer to plan for the delivery and collection of the marquees.

The hirer is responsible for the safe custody of the marquees from the time of delivery until collection is made. Llannon Community Council will not accept any responsibility for any damages or injuries during this period.

Terms & Conditions of Hire

1. Hire bookings are confirmed by the Clerk on the understanding that the site intended to be used is flat level firm ground with easy access for transport, and it contains no hidden cable, pipes, gas, mains, drains or apparatus of similar nature that could be damaged whilst erecting equipment. In the event of damage being caused by the equipment or services as aforesaid the Hirer shall indemnify the Council in respect of any loss occasioned.
2. The hirer is responsible for the safe custody of the marquees from the time of delivery until collection is made. Llannon Community Council will not accept any responsibility for any damages or injuries during this period.
3. All Marquees must be returned as received, fair wear and tear expected.
4. The Hirer must provide an Insurance Schedule/Letter to show the marquees are insured against accidental damage and public liability insurance at a minimum of £10m is in place.
5. The Council accepts no responsibility for any damage however caused as the result of the Hirer or other person moving the constructed marquees and shall indemnify the Council against any damage or loss occasioned thereby.
6. It must be understood that the Marquee is only intended as a temporary construction to a certain degree will not safeguard full against weather conditions. Therefore the Council accepts no claims liable to arise for this clause.

Health & Safety

Llannon Community Council will endeavor, as far as practicable, to comply with all relevant health & safety laws and regulations in respect of their operations. However, it is the client's responsibility to inform the Council of any issues, hazards and/ or risks that their workers could encounter.

Review Date: May 2023

Llannon Community Council

Marquee Hire Booking Form

Organisation name:

Applicant name & position within the organisation:

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Correspondence Address:

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E-mail address:

Contact number:

How many marquees do you wish to hire? One or Two

Do you require the council to erect/take-down the marquee(s)? Yes or No

Date of event:

Document Checklist (please attach to application):

- Constitution
- Insurance Schedule/Letter to show the marquees are insured, the event is insured and public liability insurance at a minimum of £10m is in place.
- Risk Assessment for the event to include the marquees
- Relevant deposit/payment

**Please forward the booking form to: Mrs Clare Hope, Llannon Community Council,
Tumble Hall, Heol-y-Neaudd, Tumble, SA14 6HR.**