



## MARQUEE BORROWING TERMS & CONDITIONS

**Plaistow and Ifold Parish Council** ('the Council') has three (3) marquees that are available for private hire by individuals and/or local organisations within the Plaistow and Ifold parish community.

Although the priority for their use is by the Council and for community functions, outside of these events the Council is pleased to offer them to individuals and organisations within the parish area for use at parties, weddings, and other events.

The marquees each measure 3 x 9 metres; are aluminium framed with white synthetic canvas roofs, panels, and entrance.

You can borrow the marquee(s) subject to the following terms and conditions: -

1. You can borrow the marquee(s) free of charge, but a donation to the Winterton Hall is always welcome. Please contact the Winterton Hall Management Committee at [wintertonhallplaistow@gmail.com](mailto:wintertonhallplaistow@gmail.com)
2. The marquee(s) are to be returned in the same condition that they were provided:
  - Clean
  - Dry
  - Neatly packed away, including their erection instructions
  - All parts accounted for
3. You are responsible for the security of the marquee(s). Any loss and/or damage caused to the marquee(s) whilst in your possession shall be notified to the Council without undue delay and replaced/remedied at your own expense. The Council reserves the right to require a refundable deposit (cash or cheque) of £100 in advance of borrowing the marquee(s).
4. **INSURANCE** If you are an individual, the Parish Council strongly encourages you to get **Public Liability Insurance for your event and Loss and Damage Insurance for the marquee(s)**. If you are borrowing the marquee(s) on behalf of an organisation with its own insurance, the Parish Council strongly encourages you to **notify your insurance company that you are borrowing the marquee(s)**.

Please note – the borrowing of the marquee(s) and your event/activity are NOT covered by the Parish Council's insurance policy. It is possible to get '1 day event' insurance via an online search.

5. The marquee(s) are not suitable for use in windy and/or extremely wet weather conditions. They are liable to blow away, causing damage to persons and property and/or leak. It is your responsibility to monitor the weather before and during use.

Please note - any insurance taken out by you / your organisation may be invalidated if the marquee(s) are used in windy and/or extremely wet weather conditions against this advice.

6. The marquee(s) shall only be used/installed at a site address agreed between you and the Council in advance of borrowing the marquee(s) and for the agreed dates / period. This information shall be recorded at the end of this document (pg.2).
7. You are responsible for the safe installation and erection of the marquees – erection instructions are included.
8. You are responsible for the conditions of the site that the marquee(s) is to be erected on. Marquees cannot be erected where they may compromise overhead cables and underground services. The erection calls for the marquee(s) to be secured to the ground by 1 metre steel spikes.
9. Strictly No Smoking inside the marquee(s). You are not allowed to operate a barbecue inside the marquee(s). This is for Health and Safety, as well as the threat of damage to the structure and materials.

The Council's contact details are: -

- [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)
- 01403 839300
- [www.plaistowandifold-pc.gov.uk](http://www.plaistowandifold-pc.gov.uk)

In signing this 'Marquee Borrowing Terms and Conditions' you agree to adhere to the 9 conditions of use (set out over 2 pages) and understand that the borrowing of the marquee(s) and your event/activity are NOT covered by the Parish Council's insurance policy.

<b>Name (print)</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Address where the marquee(s) will be used</b>	
<b>Agreed dates of use</b>	