



Walsham-le-Willows Parish Council Marquee usage policy & agreement

1. Marquees are for loan ONLY to recognised village organisations and ONLY for recognised village events.
2. Under no circumstances are they to be used for events hosted by private individuals or non-village organisations.
3. Marquees should only be used within recognised village (boundaries) unless otherwise agreed with Parish Council at the time of loan (and noted as part of this agreement).
4. This loan agreement applies ONLY to the organisation/event signed for and noted below. Under no circumstances are the marquees to be either hired or passed on by the borrower for use at any other event, within the village boundaries or otherwise.
5. The marquees, as collected, are packed in storage crates to prevent damage and ease transportation. Any damage should be noted before they are returned to the Parish Council, as they are packed back into the crates as they were received. Damage noted should then be immediately advised to the Parish Council.
6. If both marquees are hired or used for a single event, they should be erected and re-packed as per the colour coding keeping the pieces for each separate. This helps ensure correct assembly and reduces the chance of damage occurring.
7. For safety and to minimise the chance of preventable damage occurring, marquees should be erected by a minimum of 6 people AND according to the manufacturer's instructions (which are supplied).
8. The marquees are loaned, not hired. The Parish Council is not responsible for erection or dismantling and safety thereof. Evidence of current, valid Public Liability Insurance must be supplied to the Parish Council before loan is agreed. The borrowing organisation should undertake their own risk assessment.
9. Marquees should not be erected if the forecast indicates weather contrary to instructions in the manufacturer's advice sheet.
10. The costs of repair or replacement will be the responsibility of the borrower, including the Parish Council's excess payment which is currently £100.
11. The marquees should be returned to the Parish Council as agreed, which will usually be no later than the day after the event has been held.

Borrower (individual and organisation)			
PLI cover held. Provide name of insurer, policy number and a copy.			
Date required & date of return			
Date and location of event			
Pre-existing damage noted (if any)			
Damage noted on return (if any)			
Name & date and signature for village organisation	Name	Signature	Date