



Marquee Loan Agreement



Caddington Parish Council have two marquees available to be loaned for community use. Loans will only be made to organisations situated within the parish of Caddington.

The borrower will provide a security deposit of £200 to cover any damages or breaches of this agreement. This deposit will be refunded within 5 days after the event if no damages or breaches occur.

By signing this agreement the borrower agrees to the following terms and conditions.

1. Booking

1.1. To reserve the marquee, a loan request must be submitted to Caddington Parish Council Clerk at least 5 working days before the event.

2. Use of the Marquee

2.1. The marquee is for the sole use of the borrower and must not be sublet or transferred to another party.

2.2. The marquee must only be used for the purpose specified in the booking request.

2.3 The borrower must check the ground base under the marquee to ensure that it is suitable for the event.

2.4 The Marquee should not be set up in adverse weather conditions e.g. strong winds, lightening etc

2.5 Care must be taken to avoid overhead cables.

2.6 Heaters are not allowed inside the Marquee without written prior agreement from Caddington Parish Council.

2.7 The borrower must comply with safety instructions provided on the laminated instructions sheet.

2.8 There will be no smoking or vaping within the Marquee.

3. Insurance and Liability

3.1. The borrower is responsible for obtaining any necessary insurance coverage for the Marquee and must provide proof of insurance to Caddington Parish Council BEFORE the event date.

3.2. The borrower is liable for any damage to the marquee or equipment during the hire period and will be charged for any parts and labour in order to replace or repair any damage.

3.3 Caddington Parish Council will not be liable for any claims, losses, damages to person or property arising from the use of the marquee.

4. Security and Safety

4.1. The borrower is responsible for the security of the Marquee during the hire period.

4.2. The borrower must ensure that the Marquee is used safely and that all relevant safety regulations are followed.

5. Cancellation

5.1. Caddington Parish Council reserves the right to cancel a booking in exceptional circumstances, with 2 working days' notice.

6. Set-Up and Take-Down

6.1. The borrower is responsible for complying with the manufacturer's instructions for setting up and taking down the Marquee. These will be provided with the marquee and must be returned.

6.2 The borrower is responsible for adequately ensuring the Marquee is secured and for frequently checking the anchoring throughout the loan period.

6.3 The borrower must ensure that the marquee is returned in a clean and dry condition. An extension to loan can be arranged should the borrower need extra time to dry marquee to avoid packing away wet.

7. Compliance with Laws

7.1. The borrower must comply with all local and national laws and regulations applicable to the event, including licensing requirements, noise regulations, and health and safety standards.

8. Amendments

8.1. Caddington Parish Council reserves the right to amend these terms and conditions at any time, with notice provided to the borrower.

Please note:

Caddington Parish Council points out that it holds no insurance to cover damage or loss to the Marquee during the entirety of the loan period. The borrower must be financially responsible for damage or loss the marquee over and above the sum of the deposit. The borrower is responsible for obtaining public liability insurance in the event of any accident occurring to anyone using the Marquee. The Marquee remains at all times the property of Caddington Parish Council. You agree to loan at your own risk.

You will need between six and eight people to set up, take-down and pack away. This will take approx. 45 mins to 1 hour. Please follow the instructions carefully!

Borrower's Name:	Organisation: Address:
Address: _____ _____ _____ Telephone: _____	
Type of function:	
Period of loan: Date: _____ Hours: _____	
I have noted the above and have read the Conditions of Hire. I agree to abide by their terms.	
Signature of borrower:	Date:
Print Name:	
Signed on behalf of Caddington Parish Council:	
Date:	
Print Name:	