

Titchmarsh Village Marquees

Terms and conditions

This booking form is to be used for reservations for marquees used by Titchmarsh village Clubs and Organisations. The Titchmarsh Village Fete committee has five marquees, four of which measure 10m x 4m and the fifth, a more complicated structure, measures 12m x 6m. All marquees are stored at Newbrook Farm, Islington, Titchmarsh NN14 3DG

Marquees are offered under the following conditions:-

1. A deposit is **not** required from Village Clubs/Organisations, but reimbursement of the cost of any damage incurred whilst the marquees are in your care is expected.
2. There is a standard delivery fee per marquee to reflect them being delivered to and collected from, your venue. At the time of delivery and collection we will also assist with erecting and taking down the marquee(s). This fee is £20 for each 10m x 4m marquee and £40 for the 12m x 6m marquee.
3. However, in respect of the 10m x 4m marquees only, your Club/Organisation may collect and return these marquees yourself without incurring the £20 per marquee charge. Please note this option is not available for the 12m x 6m marquee when the standard delivery charge of £40 will be made each time the large marquee is used.
4. To make a reservation, you should ideally enquire about availability before completing and returning the form overleaf; you must return this booking form to secure the reservation.
5. At least 4 people are required to erect the 10m x 4m marquees and 6 people to erect the 12m x 6m marquee. All marquees must be tied down when erected, with the straps provided. It is essential that you arrange for the relevant number of helpers to assist, to avoid damage when erecting/taking down the marquee.
6. Marquees are expected to be loaned for a maximum period of 3 days.
7. The marquees cannot be loaned to, or hired by, any third party and must be used solely by the Club/Organisation with whom the initial arrangements have been made.
8. The Fete Committee does not take any responsibility for the marquees. The marquees are used solely at the risk of those Clubs/Organisations with whom the initial arrangement has been made. The Fete Committee does not carry any public liability or other insurance relating to the marquee; this is totally the responsibility of the user.
9. Marquees are expected to be returned in good condition and without damage or loss. Organisation/individuals will be required to make good any damage or loss.
10. All enquiries and bookings should be directed to:- Mrs Sylvia Prestwich, 6 North Street, Titchmarsh. tel 732712, email sylviaprestwich@aol.com or to Michael Alderman, The Granary, Manor Farm Court, Titchmarsh NN14 3EJ tel 732765

form updated Aug 2012

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Booking form for Village Clubs/Organisations

The village marquees are available to village Clubs and Organisation, without a hire fee, providing the occasion is a fund raising or non-commercial event. It is a good idea to phone and check availability before securing the booking by completing and returning this form. Enquiries about availability should be made to Sylvia Prestwich tel 732712 or sylviaprestwich@aol.com.

There is a standard delivery fee per marquee to reflect them being delivered to and collected from, your venue. At the time of delivery and collection we will also assist with erecting and taking down the marquee(s). Please arrange for at least 4 people to help erect the smaller marquees, and 6 people for the large marquee.

The delivery fees are £20 for each 10m x 4m marquee and £40 for the 12m x 6m marquee.

However, in respect of the 10m x 4m marquees only, your Club/Organisation may collect and return this marquee yourself without incurring the £20 marquee charge. If you are interested in this option, please contact Michael or Sylvia. Please note this option is not available for the 12m x 6m marquee when the charge of £40 will be made each time the large marquee is used.

Although you are not required to provide a cheque deposit for the marquees you are using, if they are damaged whilst in your care you will be asked to reimburse the cost of making good the damage or loss.

Name of organisation _____ Date of event _____

Details of Event _____ Venue: _____

Number of marquees required _____ 10m x 4m (max four) _____ 12m x 6m (only one)

Do you want the marquee(s) delivered/collected including help with erecting/taking down? Yes/No
If Yes, cost is £20 per small marquee and £40 for large one – payable at the time of the event.

Date marquee(s) required _____ Approximate collection/delivery time _____

Date marquee(s) to be returned _____ Approximate return time _____

I agree to abide by the terms and conditions detailed overleaf.

Signed date

Contact number Email

Name

Address

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Return this form to: Sylvia Prestwich, 6 North St, Titchmarsh NN14 3DH