

Titchmarsh Village Marquees

Terms and conditions for use outside the village of Titchmarsh

The Titchmarsh Village Fete committee own five marquees, all of which are available for hire by individuals and organisations within a 10 mile radius of Titchmarsh.

Four marquees measures 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 of £100 per 10m x 4m marquee and £200 for the 12m x 6m marquee, is required in advance. This is repayable provided the marquee is returned in good condition without damage or loss.
2. The fees involved to hire each marquee (in addition to the deposit) are:-

<i>Marquee size:-</i>	<i>10m x 4m</i>	<i>12m x 6m</i>
Hire fee per marquee	£150	£300
3. Reservations – Initial enquiries about availability are welcome (tel 01832 732712 or sylviaprestwich@aol.com), but bookings must be made by completing the form overleaf and returning it, with relevant cheques. Your marquee reservation will be confirmed in writing and you should not assume you have a firm booking until confirmation has been received.
4. Hire fees are payable in advance. Two cheques, for hire fees and deposit (both payable to TPCC) should be submitted with the Booking Form to secure the reservation. Both cheques will be banked on receipt, and on satisfactory return, a cheque will be issued to refund the deposit.
5. Cancellation – a cancellation fee is payable if the booking is cancelled within two weeks of the event. Cancellation fees are 50% of the hire fee of each marquee.
6. Once the booking is confirmed, a delivery time will be agreed. Your marquee(s) will be delivered by one or two people who will stay to assist in erecting the marquee(s). They will agree with you the collection time after your event, and will assist in taking down the marquee, and then they will take it away back to the store.
7. A minimum of 3 additional people are required to assist erecting the 10m x 4m marquees, which increases to 5 additional people if the 12m x 6m marquee is involved. All marquees must be tied down when erected, with the straps provided. It is essential that the helpers are at the venue when the marquee is delivered, and again when it is taken down.
8. Marquees are expected to be hired for a maximum period of 3 days.
9. The marquees cannot be loaned to, or hired by, any third party and must be used solely by the organisation/individual with whom the initial arrangements have been made.
10. The Fete Committee does not take any responsibility for the marquees that you have hired. The marquees are used solely at the risk of those organisations/individuals 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.
11. Marquees are expected to be returned in good condition and without damage or loss. You will be required to cover the cost of making good any damage or loss, which will be deducted from the deposit.
12. 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 August 2012

Titchmarsh Village Marquees – for use outside the Village

Booking form for marquees used **outside the village**

If you are interested in hiring one or more of the village marquees, you will need to complete and return this form, along with two cheques, and send it to Michael Alderman or Sylvia Prestwich. You are welcome to contact Sylvia (01832 732712 or sylviaprestwich@aol.com) first to check availability.

Name of individual _____

Date of event _____ Venue _____

Details of event (private party, group event etc) _____

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

Total hire fee £ _____

10m x 4m marquees are £150 per marquee, the 12m x 6m marquee is £300

Date marquee(s) required _____ Approx delivery time _____

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

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

1/ I enclose payment for the hire charge (cheque payable to Titchmarsh PCC)

2/ I enclose a cheque deposit, payable to Titchmarsh PCC, for £.....
(£100 per 10m x 4m marquee & £200 for 12m x 6m marquee).

Signed date

Contact number Email

Name

Address

.....

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