

Titchmarsh Village Marquees

Terms and conditions for marquees used in Titchmarsh

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 of £100 per 10m x 4m marquee and £200 for the 12m x 6m marquee is required in advance. This deposit is repayable after the event, provided each marquee is returned in good condition, i.e. without damage or loss.

2. The fees involved to hire each marquee are as follows:- :

| <i>Marquee size</i> | <i>10m x 4m</i> | <i>12m x 6m</i> |
|----------------------|-----------------|-----------------|
| Hire fee per marquee | £100 | £200 |

3. The hire fees include delivery to your venue, and return of the marquee(s), although experienced villagers may be allowed to collect and return the 10m x 4m marquee(s) themselves, with a small reduction in the fee. If you are interested in this option please contact Michael or Sylvia.
4. To make a reservation, complete the form overleaf and return it with relevant cheques. If you made a booking by phone, you must return this booking form and cheques to secure your reservation.
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. Cheque payments must be received at the time of booking, and will be banked well ahead of the event. Both cheques (deposit and hire fee) will be banked in advance of the event, and on satisfactory return, a cheque will be issued to refund the deposit.
7. 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 helpers to be 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 individual with whom the initial arrangements have been made.
10. The Fete Committee does not take any responsibility for the marquees. The marquees are used solely at the risk of those 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.
11. Marquees are expected to be returned in good condition and without damage or loss. Hirers will be required to make good any damage or loss.
12. All enquiries and bookings should be directed to:- Mrs Sylvia Prestwich, 6 North St, Titchmarsh. Tel 732712, email sylviaprestwich@aol.com or to Michael Alderman, The Granary, Manor Farm Court, Titchmarsh NN14 3EJ tel 732765

Titchmarsh Village Marquees
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Booking form for marquees in Titchmarsh

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

Name of individual _____

Date of event _____ Venue _____

Details of Event _____

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

Total hire fee £ _____

10m x 4m marquees - £100 per marquee, 12m x 6m marquee - £200

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

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

Villagers, who are experienced in erecting our marquees, may be allowed to collect and return the 10m x 4m marquee(s) themselves, for small reduction in the hire fee. If you are interested in this option please speak to Michael or Sylvia. This option is not available for the 12m x 6m marquee.

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

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

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

Signed date

Name

Contact number Email

Address

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