**Martham Parish Council**

Community Centre, Playing Field Lane, Martham, Norfolk, NR29 4SP

Telephone 01493 749938/07736 917769 email: clerk@martham.gov.uk [www.marthampc.org.uk](http://www.marthampc.org.uk)

**Permit for Marquee Hire**

Martham Parish Council owns a marquee measuring 12 metres x 6 metres for hire to local organisations. If you would like to hire the marquee, please fill in the details below and return this form to the above address.

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| **Contact name and address:**  |
| **Name of Organisation:**  |
| **Date(s) the marquee will be used:**  |
| **Where will the marquee be erected/used?**  |
| **Purpose of hire:**  |

**TERMS OF USE**

 Hire charges must be paid before the marquee is collected. BACS payment payable to: **Martham Parish Council Unity Account: 20424271 Sort code: 60-83-01**

Cost £25.00 – charities, £50.00 - Local organisations, £75.00 - individuals.

Proof of identification will be necessary and sent to the Clerk via email which will be destroyed upon confirmation.

 The hirer undertakes to collect the marquee and return, dry, undamaged and folded, at an agreed time.

 The hirer will be responsible for erecting and taking down the marquee, a minimum of 6 people will be required for this. (Instructions will be given for your reference)

 Charities and Organisations must provide Insurance to cover the cost (£1500) of replacing the marquee in the event of damage or destruction. A copy of the insurance document must be provided.

 Martham Parish Council holds no responsibility for damage to or loss of property arising from the use of the marquee.

 Martham Parish Council holds no responsibility for any injury that may occur to organisation members or members of the public when using the marquee.

**I/we agree to adhere to the terms of hire of the marquee.**

**Signed: Please print name: Date:**

**Please return this form via email along with your payment and copy of insurance to Parish Clerk as above.**