

**LUDGERSHALL PARISH COUNCIL**  
3 The Pightle • Drayton Parslow • Bucks MK17 0LQ  
Tel: 07545 535257 • 01296 728131

**HIRE OF MARQUEE – TERMS AND CONDITIONS**

The marquee will be hired to villagers only for private events held in the village.  
The hire charge is £150 per day – the marquee to be erected on the hire day and returned the next day, this is termed one day's hire (or as agreed by the Parish Council). Cheques payable to Ludgershall Parish Council and delivered to the clerk before the day of hire.

If the usage of the Marquee is for a charitable purpose that will benefit the residents of the Village, the Parish Council will waive the £150 hire charge.

**The marquee will be erected and dismantled under the supervision of a member of the Council or a competent person acting on behalf of the Parish Council with the help of at least 4 people provided by the hirer. A full risk assessment must be performed in all cases (NO EXCEPTIONS) and copy supplied to the Parish Clerk.**

**The marquee must be insured by the hirer from the time of collection to the time of its return to storage and a copy supplied to the Parish Clerk. The Parish Council cannot be held responsible for injury, loss or damage caused by or to the marquee whilst in the hirer's possession.**

The hirer's insurance must cover the cost of the marquee - £9,320 (as of June 2015 with an annual index-linked increase of approx. 3% commencing June 2016) and Public Liability for however many people attend the event.

**Insurance can be taken out with Event Insurance Services Ltd, (Member of General Insurance Standards Council),**

**Telephone: 01425 470360 or Freephone 0800 515980**

**Email: [info@events-insurance.co.uk](mailto:info@events-insurance.co.uk)**

**Event Insurance Services Ltd will insure the marquee and public liability while it is hired.**

**An example of a quote is available online at [www.events-insurance.co.uk](http://www.events-insurance.co.uk) but must cover theft or damage to the marquee, however adequate security overnight must be provided and any damage caused by drunkenness or graffiti etc will not be covered. The insurance company will give full details to the hirer. You may of course use your own insurance company.**

**IN THE EVENT OF DAMAGE TO THE MARQUEE NOT COVERED BY THE HIRER'S INSURANCE COMPANY, AS STATED ABOVE, THE HIRER WILL BE LIABLE FOR ANY COST INVOLVED.**

**THE INSURANCE CERTIFICATE MUST BE SHOWN AND A COPY GIVEN TO THE PARISH CLERK BEFORE THE MARQUEE IS COLLECTED.**

All bookings for the marquee to be made to the Parish Clerk, Deborah O'Brien

Telephone: 07545 535257 [ludgershallpc@btinternet.com](mailto:ludgershallpc@btinternet.com)

The above terms have been agreed by the Parish Council and/or the Parish Council's Insurance Company.

**To be signed by the hirer: Date(s) of Hire: .....**

I/We agree to the above terms and conditions of hire of the village marquee.

Signature(s) of hirer: .....

Name of Hirer.....Date: .....