



Chiseldon Parish Council

The Old Chapel, Butts Road, Chiseldon, Wilts SN4 0NW

☎ 01793 740744

email: clerk@chiseldon-pc.gov.uk

Facebook page: Chiseldon Parish Council Notices

Website: www.chiseldon-pc.gov.uk

Marquee Hire lease agreement

Name		
Address		
Proof of address supplied?	<i>A copy to be attached to this document</i>	Y/N
Telephone no:		
Email		
Proof of insurance cover supplied?	<i>A copy to be attached to this document</i>	Y/N
Date & time of hire start		
Marquee A/ B		
Paid?	<i>Add payment method</i>	Y/N
Prior damage details		

Return:

Date & time returned	<i>Date/time:</i> <i>Received by:</i>	
Details of any damage		
Insurance claim pursued	<i>Add information</i>	Y/N
Repairs paid by customer	<i>Add information</i>	Y/N
Damage resolved?	<i>Add information</i>	Y/N

Responsibilities of the hirer:

Ensure the marquee is packed neatly back into its boxes
Ensure the marquee is clean and dry before packing
Ensure all parts of the marquee are accounted for and included when packing.
Advise Chiseldon Parish Council upon return of the marquee of any damage/defects or missing items
Ensure the marquee is returned to its original location promptly at the end of the lease period*

***Late return of the marquee will incur a charge of £50 per subsequent 24 hour period and parts thereof.**

Office:

Funds transferred to Wiltshire Air Ambulance	Add details of payment & date
Y/N	