# *Chiseldon Parish Council*

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

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 email: clerk@chiseldon-pc.gov.uk

Facebook page: Chiseldon Parish Council Notices

Website: www.chiseldon-pc.gov.uk

**Marquee Hire lease agreement**

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Home Address** |  |  |
| Proof of address supplied? | *A copy to be attached to this document* | **Y/N** |
| **Hiring location, if different to home address** |  |  |
| **Telephone no:** |  |  |
| **Email** |  |  |
| Proof of insurance cover supplied? | *A copy to be attached to this document* | **Y/N** |
| **Date & time of hire start** | *\*\** |  |
| **Marquee A/ B** |  |  |
| Paid? | *Add payment method & CPC invoice number.*  | **Y/N** |
| **Prior damage details**  |  |  |
| **Instructions/kit list sent by CPC** |  | **Y/N** |

**Return:**

|  |  |  |
| --- | --- | --- |
| **Date & time returned** | *\*\***Date/time:**Received by:* |  |
| **Details of any damage** |  |  |
| **Insurance claim pursued** | *Add information* | **Y/N** |
| **Repairs paid by customer** | *Add information* | **Y/N** |
| **Damage resolved?** | *Add information* | **Y/N** |

**\*\*** Important. Collection time and return time must be confirmed with the Parish Council no later than 72 hours before, to ensure there is a member of staff available to meet with you.

**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 £100 per subsequent 24 hour period and parts thereof.**

**Office:**

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