Combe Hay Parish Council

Marquee Use Policy

Combe Hay Parish Council has procured a large marquee (consisting of two smaller marquees that can be joined) with the intention that it be used for community events to enhance the enjoyment of parishioners. The scale of the marquee is such that it is necessary to set down some principles to ensure it is safe to use when erected and properly packed and stored when not in use.

To safely put up, use and take down the large or smaller marquee some basic conditions must be met:

* + Access to the site suitable for a tractor and large trailer close to the marquee plot.
	+ Availability and commitment of at least 8 people of whom 3 or 4 should have had previous experience and 1 of whom as team leader for both put up and take down.
	+ Availability of a delivery team at appropriate times for loading from store, delivery, retrieval and unloading to store of the marquee crates.
	+ Flexibility of availability of the assembly and delivery teams to ensure put up and take down are carried out in dry weather.
	+ Adequate plot size for the marquee floor plan plus sufficient adjacent area for assembly/disassembly.
	+ Adequate insurance cover for liability for personal injury or loss is in place.
	+ Adequate insurance cover for reparation in case of damage is in place.
	+ Willingness to ensure that availability of the marquee for the planned event is guaranteed to the extent needed for the success of the event.

The Parish Council is prepared to accept these conditions for Community Events that it is involved in planning, organising, and managing.

In view of the considerable burdens that these conditions place the Parish Council is unable to accept these conditions for private use of the marquee(s) by parishioners except as defined below.

The only exception for private use shall be for an event that is:

* Organised and managed by a parishioner in person (the responsible person)
* Taking place within a short period (i.e., a few days) before or after a planned community event for which the marquee(s) are in use.
* Taking place at the site at which the marquee is positioned for the community event.
* Approved by the owner of the land on which the marquee(s) are situated for the community event.
* Forecast to have weather suitable for the put up, use, and take down of the marquee(s).
* Accepted by the private user that availability of the marquee for the private event is not guaranteed by the council.

If these conditions can be met, then the following shall apply:

* The responsible person shall make a donation of at least £300 to the Combe Hay Parish Council.
* The responsible person must also give a returnable damage deposit of £500 payable to the Combe Hay Parish Council.
* The responsible person must fully accept liability for personal injury or loss for the whole period of preparation, use and clearing up for the private event.
* The responsible person must accept liability for all damage caused to the marquee(s) during the private event.
* The Parish Council shall not be responsible for Liability Insurance or for Damage Insurance for the marquee(s) during the period of private use.
* The Parish Council must confirm that the responsible person has both adequate public liability insurance and adequate damage/fire/theft insurance in place before the private event can proceed.
* The Parish Council reserves the right to cancel the use of the marquee at short notice, without redress by the private user at its sole discretion.

This policy will be reviewed from time to time as experience with the use of the marquee develops.