

QUIDHAMPTON
PARISH COUNCIL

**STANDING ORDERS
FOR THE USE OF THE
VILLAGE MARQUEE**

The Marquee, is the property of Quidhampton Parish Council. These standing orders are as agreed by the Council and may be amended only with the authority of the Council. Any such amendments will be recorded in the minutes.

The Parish Council will nominate a Councillor to be 'in charge' of the Marquee.

There will also be a deputy nominated. These Councillors will manage the Marquee and take any bookings. They will be responsible for ensuring these standing orders are complied with. They will retain all written statements (insurance, guarantees etc) made by users. They will hold any deposits and pay rental money to the Parish Council. A separate Bank account has been set up for this money and used for the upkeep or purchase of additional items for the marquee. They, or other approved individuals, will supervise the erection and dismantling of the Marquee to ensure due care is taken. They will ensure that a written report, along with any relevant photos, are presented to the Council in the event of any damage or loss to the Marquee or its components along with any recommendation of what remedial action should be taken.

The Marquee will be stored in the White Horse shed where it is insured against theft by Quidhampton PC.

When used on the White Horse lawn it is insured against fire and for public liability under the White Horse policy if for an event organized by the White Horse.

Any event of the Council is covered by the Quidhampton PC insurance policy.

The Marquee may be used by inhabitants of Quidhampton as individuals or by social and recreation clubs or associations based in Quidhampton for the benefit of the inhabitants.

It may also be used for a Charity event or private function by non village residents. The marquee is to be situated on the White Horse lawn for these events.

Individuals who reside in the Parish of Quidhampton may request the

use of the Marquee for private functions at another site in the Village providing:

- They confirm, in writing, that they have insurance to indemnify the Council for the full replacement cost of any theft or damage occasioned to the marquee, or any of its component parts, whilst the marquee is in their charge. The marquee is deemed to be in their charge immediately it leaves the council's approved storage site or, if already in use, when it is removed from the existing site.
- They are also responsible for providing their own 3rd party insurance cover for the event.
- They are also responsible for all Health and Safety and Fire prevention aspects of using the Marquee whilst it is in their charge.

Maximum numbers – the entire marquee can hold 200 people and must have two exits. This number reduces with tables, dance floor and using less sections.

There must be a minimum of 6 people to put up and take down the marquee, 8 being the preferred number.

The marquee should be taken down as soon as possible after the event unless QMWG have authorized otherwise.

The marquee may not be used until the booking form has been completed and the charges paid.

The use of the marquee is at the discretion of the Parish Council.

Any requests for its use should be made in writing to the Parish Clerk, will be at the discretion of the Parish Clerk after consulting with at least two members of the Marquee Working Group

CHARGES

All charges must be paid before the event by the organizer.

Village event

£50 for erection and £50 for taking down.

Private function for village inhabitant

£50 for erection and £50 for taking down.

Private function - non villager.

Marquee with lining £350

Marquee without lining £150

(Balance to be paid into QPC account after Landlord's expenses)

Parish Clerk: Clare Churchill.
1 Tower Farm Cottages, Quidhampton,
Salisbury, SP2 9AA.
Telephone 01722 743027
quidhamptonpc@btinternet.com
<http://parishcouncil.quidhampton.org.uk/>

Booking Form

Name of person booking the marquee

Address of above

.....

Postcode

Contact telephone number

Location of event

.....

Date of event

Marquee erection date

Charge

Village event
£50 for erection and £50 for taking down.

Private function for village inhabitant
£50 for erection and £50 for taking down.

Private function - non villager.
Marquee with lining £350
Marquee without lining £150

I confirm that I have arranged for 3rd Party insurance for the event to be held in the Quidhampton Parish Council Marquee. I enclose a copy of the insurance covering the marquee whilst in my charge.

I confirm that I accept all responsibility for Health and Safety and Fire prevention aspects whilst using the marquee.