



Seaton Town Council Constitution

Chapter 25 Gazebo Hire Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

SEATON TOWN COUNCIL
GAZEBO HIRE POLICY

The purpose of the policy is to support community and charity events through the hire of gazebos owned by Seaton Town Council ('the Council') owned gazebos and gazebo weights. Please contact the Council's offices on 01297 21388 or at admin@seaton.gov.uk , in the first instance, to discuss your requirements.

Terms and Conditions of Hire

1. Gazebos are available for hire at the cost of:
 - £20.00 per day per gazebo and 4 weights
2. All bookings for gazebos are to be taken by the Council via the office and a hire booking form (attached to this policy) must be completed and returned to the Council, together with the relevant hire fee and a refundable cash deposit of £50.00 per gazebo. This will be returned in full to the hirer once the gazebo and all 4 weights have been returned to the Council and the Council is satisfied they are in the same condition that they were collected.
3. The hire of gazebos for town events is subject to the hirer obtaining all relevant permissions and consents.
4. Gazebos are to be erected and dismantled by trained personnel only. It is the responsibility of the hirer to ensure that any personnel responsible for erecting gazebos have been trained appropriately.
5. Hirers must provide evidence of their public liability insurance to the Council when submitting the hire booking form. The Council holds no insurance to cover:
 - a. damage or loss to the gazebo, or
 - b. injury caused by the gazebo to the hirer or to their personnel (either employees or volunteers), or
 - c. damage or injury to a member of the public or their property,during the period of hire.
6. Gazebos are to be collected from and returned to the Council's offices at Marshlands Centre, Harbour Road, Seaton or to such other location as the Council may from time to time specify. It is the hirer's responsibility to make the necessary arrangements for collection and return.
7. The Council will inspect the condition of gazebos after every event to ensure that they are returned in good condition. Once this is confirmed, the deposit will be refunded.

8. If there is any damage to the gazebos, the Council will advise the hirer. The hirer will be charged for any repair work needed to the gazebos, subject to negotiation.
9. Seaton Town Council reserves the right to refuse hire to any persons in their absolute discretion.
10. Seaton Town Council reserves the right to withdraw permission to use the gazebos, should weather conditions prevail that, in the opinion of the town clerk, may affect their safe use.
11. Seaton Town Council's decision will be final.



GAZEBO HIRE BOOKING FORM

PLEASE REFER TO THE TERMS AND CONDITIONS OF HIRE PRIOR TO COMPLETING THIS FORM.

Organisation/Hirer	
Applicant Name	
Contact Address	
Contact Tel. No	
Contact Email	

<p>Please provide details and attach a copy of your Public Liability Insurance to cover any damage to and/or injury caused by the gazebo to any person or their property?</p>

Date of event: / /	Date and times of proposed collection and return:	Venue:
Number of gazebos + weights required		Total Charge
Gazebos + 4 weights @ £20.00 each per day		
Refundable deposit @ £50.00 per gazebo (required before hire is approved)		
TOTAL		

By signing this declaration, I understand that I am entirely responsible for the gazebos and weights for the duration of the hire period and responsible for any damage or injury that may be caused to any staff, volunteer, member of the public or other person or their property, as a result of the gazebos or their installation.

Signature of Applicant: _____

Date:

Print Name:

By signing this booking form, I give consent for the details that I have provided to be stored physically and digitally and to be used by Council's staff, councillors and agents of Seaton Town Council for the purposes of providing this service. The Town Council's Data Protection Policy confirms how personal data is handled and can be requested from the Town Council or viewed on the Council's website – www.seaton.gov.uk

FOR OFFICE USE ONLY:

Authorised by the Town Clerk or Deputy Clerk:

Signed: _____

Date:

Print Name: