

Nailsea Canopy Booking Form 2016

Date of Application

For office use only
Date Received:

Hirer's/Lead Name

Organisation Name if applicable

Type of Event/Market

Date(s) of Event/Marketto run monthly weekly yearly

If necessary, list dates on a separate sheet.

No. of Canopies starts.....(am/pm) and finishes.....(am/pm)

Delivered and set up by.....(am/pm) and dismantled & collected by.....(am/pm)

Hirer's/Organiser's address & contact details

.....
.....
.....Postcode.....
Telephone

Mobile No.

Web site

*Email

Event address if different

.....
.....
.....
.....
Postcode.....
Telephone

* For ease of administration, please make sure you include your email address.

Please provide a brief description of the type of event you will be holding:

.....
.....

Are you insured or insuring your event for public liability?

Yes No

22 Canopies for hire, please check availability.

Costs:

(A) Minimum hire - £200 for the first 10 canopies

(B) Thereafter, £16.50 for every additional canopy

Cost includes VAT, delivery, assembly and collection plus petrol costs up to 17 miles of the canopy storage facility in Cheddar. Additional petrol costs will be quoted separately if the event is held further than this distance.

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Conditions of Hire

1. The hirer must be over 18 years of age. If the canopies are to be used by persons under 18 years of age there must be adult supervision at all times.
2. The hirer is responsible for the care and conduct of those using the canopies.
3. **Full Payment is required 14 days prior to hire**, unless agreed otherwise in writing.
4. A security fee by way of cheque is required with full payment, unless agreed otherwise in writing. This is 50% of the hire charge. All cheques are made payable to **NAILSEA TOWN COUNCIL**.
The security cheque will be destroyed post hire, providing no damage has occurred to the canopies. The hirer is fully liable to pay repair costs for any loss or damage incurred during the hire period.
5. Hire charges are per day for use between 7.30am and 10pm, unless agreed in writing.
6. The cost includes delivery, assembly, dismantling and collecting by the Town Council's contractor. Nailsea Town Council cannot accept liability for anyone else undertaking this work.
7. Hire for locations over 17 miles from the canopy storage facilities will incur a further petrol charge.
8. Nailsea Town Council has the right to cancel/suspend or reject a booking if the hirer is found to be falsifying any information or if the event being organised is found to be contrary to the interests of the Town Council and the Community. In this case, loss of any payment made may occur.
9. If the booking is cancelled by the Town Council all monies will be refunded, unless the cancellation is under rule No. 9.
10. Nailsea Town Council reserves the right to take payment for hire of canopies, if the booking is cancelled 7 working days or less from the scheduled date of hiring.
11. The canopies are very robust and the bases are weighted down. However, in very severe weather conditions they could become hazardous and should be taken down, or not erected. On the day of hire, the hirer can liaise with the Town Council's contractor regarding any safety issues. However, the hirer uses the canopies at their own risk and must use their own common sense as to the safety of use and to others,
12. The canopies are insured by Nailsea Town Council. However, it is strongly advised that the hirer obtains their own public liability insurance to cover their event.
13. Nailsea Town Council shall not accept any liability for damage/injury or loss however caused or suffered by you or any other persons during the period of hire, unless clearly the result of negligence by the Council or its representatives.

APPLICANT STATEMENT

Please tick to acknowledge

I have read and agree to the conditions of hire and will ensure that my representatives do likewise.

I, the undersigned, declare that the information provided is correct:

Signed Print name

Position Date

Any person who is found falsifying information on this form will have their booking rejected. **PLEASE RETAIN A COMPLETED COPY OF THIS FORM FOR YOUR RECORDS.**

For Office use only:	Booking Accepted: YES/NO
No of Canopies needed _____	Discount applied _____
Petrol costs £ _____	if applicable
Total cost £ _____	security fee is £ _____
Final amount & waiver to be paid on _____	
Date received _____	
Additional info: _____	

Please return this form either via email to: **Gina Provis at farmersmarket@nailseatowncouncil.gov.uk**
Or by post to
**Gina Provis
Nailsea Town Council
The Tithe Barn, Church Lane
Nailsea
North Somerset
BS48 4NG**
For further information please email to the above address and I will contact by phone or email.