

Atherstone Town Council



APPLICATION TO USE POP UPS

Atherstone Town Council
PO Box 2000, Atherstone, CV9 1YN.
Office Phone: 01827 720829
Office Mobiles: 07928 974576 or 07541 946062
E-mail; clerk@atherstone-tc.gov.uk
Website; www.atherstone-tc.gov.uk/.



Notes Ref.	Description	Detail
1	Name of Applicant (including address, telephone number and e-mail address)	
2	Name & Description of event Please give some detail of type and size of planned event.	
3	Date of hire start and finish times	
4	<p><u>Equipment to hire</u></p> <p>One Pop up and x 4 weights.</p> <p>Hire charge:</p> <p>£10 per single day</p> <p>£20 per week</p> <p>Is your booking for a “Not for Profit” organisation or Charity?</p>	<p>Please enter number of gazebos to be hired (Maximum 15)</p> <p>_____</p> <p>Please enter number of weights to be hired (4 per gazebo)</p> <p>_____</p> <p>Total Cost* _____</p> <p>Please indicate Yes or No</p> <p><i>*If you are a Charity or “Not for Profit” organisation no hiring fee is charged subject to you supplying a copy of your organisation’s most recent accounts.</i></p>
5	Deposit £100 per booking	
6	You must hold Public Liability Insurance, please provide details, and submit a copy prior to the event.	Please sign to confirm that Insurance is in place and specify the amount of cover:-
7	Risk Assessments must be event specific and completed prior to the event.	Please sign to confirm that Risk Assessments are completed:-

8.	I agree that the area of the Square (if used) will be cleared of litter, after the event, please sign. Give details of any arrangements made for collection and disposal of litter.	Please sign to confirm litter will be cleared and state who this will be disposed of:-
9.	<p>Please sign to confirm use of gazebos given to your insurers.</p> <p>The full value of pop ups and weights hired must be insured.</p> <p>Value per Gazebo is £870 and each weight is £40.</p> <p>Total for One gazebo with 4 Weights = £1030.</p>	Please sign to confirm your insurers have been informed:-
10.	<p>Disclaimer</p> <p>In the event of any equipment hired being damaged the hirer will be liable for any repair cost.</p> <p>In event of any equipment being damaged beyond repair, or stolen the hirer will be liable for the full replacement value.</p>	Please sign to confirm you accept this disclaimer and will repay any costs to repair or replace items.

Name of Applicant (Capitals)
Signature of Applicant
Date

I confirm the booking of equipment as above _____ by

Signed: _____ (Town Clerk/Deputy Clerk) **Date:** _____

For Office use only:

Hiring Fee _____ Date Paid _____ Receipt Number _____

Booking Deposit _____ Date Paid _____ Receipt Number _____

Accounts Provided if applicable _____

Public Liability Insurance copy supplied _____

Date items returned and checked: _____

Booking Deposit refunded: _____