

Atherstone Town Council



APPLICATION TO USE POP UPS

Atherstone Town Council PO
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E-mail; clerk@atherstone-tc.gov.uk

Website; www.atherstone-tc.gov.uk/.

Notes Ref.	Description	Detail
1	<p>Applicant Details</p> <p>Organisation Name (Hirer):</p> <p>Contact Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone number:</p> <p>E-mail address:</p>	
2	<p>Name & Description of event</p> <p>Please give some detail of type and size & location of planned event.</p>	
3	<p>Proposed date/s of hire (including start and finish times)</p>	
4	<p><u>Equipment to hire:</u></p> <p>One Pop up and x 4 weights.</p> <p>Is your booking for a Charity or Not for profit organisation?</p> <p>Hire charges per gazebo (plus 4 weights):</p> <p>Daily rate: £10</p> <p>Weekly Rate: £20</p> <p>Deposit: £100</p> <p><i>No hiring fee is charged for Charity & Not for profit organisations based within Atherstone, subject to providing proof of eligibility and a copy of your organisation's most recent accounts. Deposits are required from all organisations.</i></p> <p><i>Bookings for individuals, businesses & charitable / non-profit organisations based outside of Atherstone are subject to full charges.</i></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>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Hire fees:</p> <p>Deposit:</p> <p>Total payable:</p> <p>(Your deposit will be refunded subject to the return of the gazebo/s in a satisfactory condition)</p>

5	<p>You must hold suitable Public Liability Insurance for your event.</p> <p>You must advise your insurers of the intention to use gazebos at your event.</p> <p><i>Your public liability insurance must cover the use of gazebos at your event.</i></p>	<p>A copy of your insurance schedule will be required</p>
6.	<p>You are responsible for managing risks for your event. Risk Assessments should be event specific and completed in advance of your event. You can contact your insurers for further details.</p>	<p>Please sign to confirm you understand your responsibility to manage risks for your event.</p> <p>_____</p>
7.	<p>I agree that the area of the Square (if used) will be cleared of litter, after the event,</p> <p>Give details of any arrangements made for collection and disposal of litter.</p>	<p>Please sign to confirm litter will be cleared following your event:</p> <p>_____</p> <p>Provide details of who will collect litter and how this will be disposed.</p>
8.	<p>You (the hirer) must indemnify Atherstone Town Council against any claim in respect of injury, damage or loss arising out of the placing or presence of the gazebo/s, weights (and any associated tables) for the duration of your collection, use, storage and return of the gazebo/s.</p> <p>The replacement cost of each gazebo is £870, each weight is £40.</p> <p>Total replacement cost of each gazebo (& 4 weights) = £1030</p> <p>Total value of equipment hired:</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>	<p>Please sign to confirm you accept to indemnify Atherstone Town Council in respect of the details stated:</p> <p>_____</p> <p>*Please note you must have public liability insurance to cover you or your organisation against any injuries caused and any loss / damage to the public.</p> <p>If your insurance also covers any loss or damage sustained to the gazebos, please state the value of the cover provided:</p> <p>_____</p> <p>If you choose not to take out insurance to cover any loss or damage to the gazebos, please sign to confirm you understand that Atherstone Town Council will hold your organisation liable for the cost of any repairs or replacements required.</p>

Name of Organisation (if applicable)

Name of Applicant & position held:

a) Responsibility for the equipment rests with the hirer during the hire period and any losses are to be made good by the hirer

b) Any damage to the equipment will be made good by the hirer. Atherstone Town Council reserve the right to deduct the cost of any loss or damage from the deposit received.

c) It is the responsibility of the hirer to arrange Public Liability Insurance

d) The equipment must be returned by the specified time. Failure to comply with this condition will result in an excess charge per day of the standard hire charge for each hire unit.

Disclaimer: marquees are classed as temporary structures and must be treated as such in adverse weather conditions. I agree to Atherstone Town Council's conditions of hire and terms and conditions above and agree to make payment in full as applicable.

I confirm that I have the authority of the Hirer to sign on their behalf.

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: _____

Safety & Maintenance Information

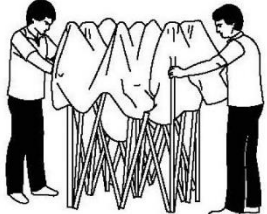
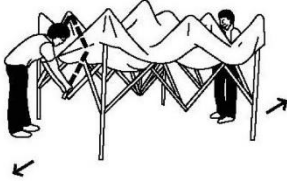
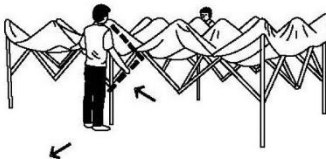
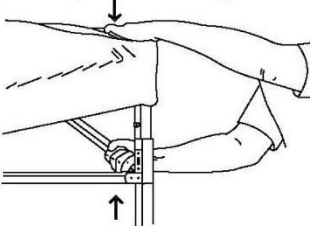
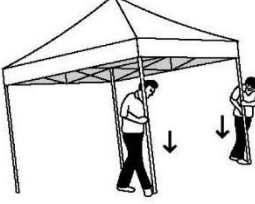
1) **Never leave your unit unattended before it is secured correctly.** Always ensure that your shelter is anchored or weighted securely before use. City B Group recommend a minimum of 13kg of weight per leg when a unit is used on hard standing. All gazebos are classed as temporary structures, therefore user discretion is always advised, as to whether it is safe to use or continue using a shelter in particularly bad weather.

2) We recommend that the canopy is removed from the frame after each use. Please note that if the canopy is left attached to the frame for storage, it is likely to cause damage to the fabric which will not be covered under warranty.

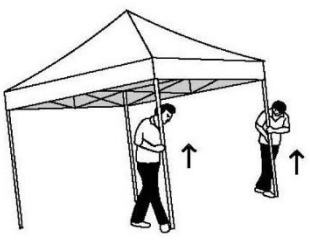
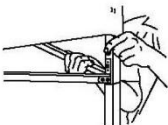
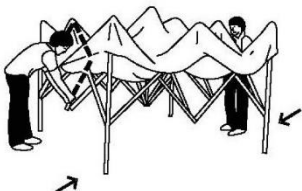
3) If it is not possible to dry out your gazebo and it's accessories before packing away after use, please ensure that they are unpacked and dried out within 24 hours. This will limit the chance of mould and damage to the materials.

Shelter Installation Instructions

Please read each step before you attempt set-up!

<p>1 Place shelter in center of area to be sheltered. Remove cover. Have 2 people stand on opposite sides, grasp two outer legs, lift off of ground and step backwards, stopping at arms length.</p> 	<p>2a Grasp the bottom of the diamond (shown), on opposite sides. Lift up, and step backwards until shelter is fully opened, being careful not to pinch fingers (for 10'x20' shelter see 2b).</p> 	<p>2b (For 10'x20' shelter) Each person should move to middle leg of 20' side. Grasp at bottom of diamond (shown), lift up and step backwards at the same time until shelter is fully opened, being careful not to pinch fingers at end of truss.</p> 
<p>3 Engage the auto slider at each corner by pushing up with one hand while holding down top of leg with the other hand. Snap Button will engage in groove. Repeat on all other legs.</p> 	<p>4 Lift two adjacent outer legs up and pull out the inner legs until snap locks. Repeat on all legs. Raise or level the shelter using adjustment holes found near bottom of each outer leg.</p> 	<p>IMPORTANT</p> <ul style="list-style-type: none"> • WINDY CONDITIONS: Use stake kit or weight bag set • HEAVY WIND: Take shelter down. • WET FABRIC: Let shelter dry before closing. • STORAGE: Use cover bag when not in use. • CLEANING: Use mild detergent and water. • RAIN: Do not leave shelter unattended.

HOW TO TAKE DOWN YOUR SHELTER

<p>1 Lift two outer legs slightly, depress snap button, telescope inner legs up into outer legs. Repeat on opposite side.</p> 	<p>2 Release auto slider at each corner by pushing Snap-Button to release pressure on slider. Repeat on all four corners.</p> <p>RELEASE SNAP-BUTTON</p> 	<p>3 Grasp top of diamond on opposite sides, lift up, shake shelter a little while stepping towards partner until unit is ¾ closed. Grasp two outer legs, push together to fully close (do not pinch fingers). Put on cover bag.</p> 
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Caring For Your Gazebo

Here at City B Group, we always take the time to ensure that our products are of the highest possible standard. All materials are treated to best withstand the changeable British weather. It is important however, to follow our safety and care guidelines carefully to ensure that the products are used correctly. If the units are not maintained, erected and dismantled as instructed on this document, your gazebo may be damaged. Please note that improper use of this equipment can cause serious health and safety risks to you, your staff/colleagues, the general public and surrounding property.

Anchoring and Weighting

- If your gazebo is not pegged or weighted down correctly, your gazebo could pose a serious risk to the safety of you, your staff, the general public and other property in the surrounding areas.
- When using your shelter on grassed areas, you must always ensure that it is anchored down correctly using the pegs and ropes supplied.
- If your unit is to be used on hard standing ground (i.e. concrete, tarmac, pavements etc) you will require a weighting system. **City B Group recommend at least 13kg per leg** (1 x full sandbag weight or 1 x jigsaw weight).
- User Discretion is always advised during bad weather. If in doubt, take the unit down.
- Never leave the unit unattended during bad weather, before it is anchored/weighted correctly or leave it overnight if storms or high winds are likely.
- Any damage caused to your unit due to improper use will not be covered under warranty.