

# 18th Ipswich (Holywells) Scout Group Marquee hire Booking Form

**Please send to:**

Email: marquee@18thipswich.org.uk

<b>Hirer's Name / Organisation:</b>	
<b>Correspondance address:</b>	
<b>Postcode:</b>	<b>Telephone no:</b>

<b>Date and Time Required</b>	<b>From:</b>
	<b>To:</b>
<b>Location of Setup:</b> <small>Please enclose map as required</small>	
<b>Required Marquee, delete as required</b>	40' X 20' (Pole), 16' X 13' (Frame), 16' X 19' (Frame with Extension)
<b>Quoted Cost £</b>	<b>Deposit Required: £50.00</b>

**Please return the booking form with the required deposit as soon as possible to the above address prior to event to ensure a confirmation of booking is made.**

**Minimum period is 20 working days.**

**Late receipt will be considered non-acceptance of quotation.**

**Please see hire terms and conditions.**

For the guide purposes only:

- the marquee will be erected and dismantled by a team from the '18th Ipswich Scout Group'
- erection will take place as close a reasonably possible to the desired location
- erection will take place at an agreed date and time to suit both parties
- '18th Ipswich Scout' will not be held responsible for technical failure of any sort. Maximum Liability will be the return of sums paid in advance.
- receipt of deposit secures booking
- deposit is non-refundable, with balance payable 10 working days prior to event.
- Hirer is responsible to all items hired from point of erection to dismantling, adequate measure and insurance cover should be in place to protect yourself of the assets of the Scout Group. Please contact your insurers prior to confirming booking.
- Marquee is 20ft X 40ft, Required headroom of 20ft and clear level footprint of 40ft X 60ft

**Health and Safety**

The gaps between the curtain wall ae the emergency exits when in use, and should not be tied together.

**I agree to the terms of the Hire.**

<b>Name of Hirer (Print):</b>	<b>Signature:</b>	<b>Date:</b>