

Culture, Leisure, Sport and Libraries Community Equipment Hire – Terms and Conditions

In order to ensure the safety of all users of the equipment supplied by the City Council it is important that the following terms and conditions are adhered to and that you have signed your booking form in acceptance of these conditions:

1. **Two weeks' notice** is required for the hiring of all equipment or any change to bookings previously made.
2. **Delivery and collection** times are as stated on the booking form. In exceptional circumstances it may be possible to deliver or collect equipment outside of these times. However, this must be agreed with the Development Manager – Rangers, in advance and a charge of £25 per member of staff attending per hour will be charged; there will be a minimum charge of £50.
3. **Health and Safety:** as outlined on the booking form the marquees and dance floor will not be delivered during inclement weather. The marquees will only be erected on ground where it is possible to ensure secure anchorage. This equipment can only be erected and dismantled by Culture, Leisure, Sports and Libraries staff.
4. **Delivery/Collection of Equipment:** the event organiser, or their representative, (as detailed on the booking form) must be on site when the equipment is delivered and must remain on site until the equipment is collected and checked. All equipment must be dismantled and placed together at the drop off point at the time stated. This is important, particularly during the summer season as the staff have many sites to visit to deliver and collect equipment.
5. **Damage:** Any equipment deemed to be damaged beyond usual wear and tear will be charged to the hirer at current market replacement costs.
6. **Disposal of Litter:** it is extremely important that any litter generated by the event must be removed and disposed of by the event organiser. If this is not carried out, the City Council will undertake this on your behalf and you will be charged for this service.
7. **Out of Hours contact:** if delivery and collection times outside of office hours have been agreed, you will be supplied with an out of hours contact telephone number.
8. **Further information:** for further information in relation to these Terms and Conditions, please contact Michelle Tyrtonia, Development Manager – Rangers, on 024 7683 2720 or by e-mail at michelle.tyrtonia@coventry.gov.uk.