



Marquee Loan Policy

Mumbles Community Council

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1. Purpose

- 1.1 Mumbles Community Council (MCC) owns a community marquee to support local events, community development, and cultural activities within the Mumbles area.
- 1.2 This policy sets out the procedures for storing, loaning, maintaining and safeguarding the marquee to ensure fair access, transparency, and responsible use.
- 1.3 The policy applies to all internal and external users, including MCC staff, MCC-led events, community groups, and business organisations.

2. Ownership and Storage

- 2.1 The marquee is the property of **Mumbles Community Council**.
- 2.2 It will be stored in a secure, dry location approved by the Clerk and the Events & Marketing Officer.
- 2.3 The **Events & Marketing Officer** is responsible for:

- Maintaining the inventory and condition record
- Overseeing storage arrangements
- Inspecting the marquee before release and upon its return
- Reporting loss, damage, safety concerns or misuse to the Clerk

- 2.4 Only authorised personnel may access the marquee storage.

3. Priority of Use

- 3.1 **Priority 1:** MCC-led events, projects, and activities.
- 3.2 **Priority 2:** Mumbles Traders Association (as per existing partnership working).
- 3.3 **Priority 3:** Local community groups, charities, and non-profit events.
- 3.4 **Priority 4:** Local businesses (at MCC discretion).
- 3.5 MCC reserves the right to **rearrange, decline, or cancel** bookings where community benefit or conflicting operational needs take priority.

4. Loan Arrangements

- 4.1 All loan requests must be submitted **in writing** at least **4 weeks before the event**.
- 4.2 Requests must include:
 - Event dates and location
 - Named responsible contact
 - Copy of the organisation's public liability insurance

- Event risk assessment
 - 4.3 MCC will issue written confirmation of approval or refusal.
 - 4.4 Collection and return arrangements will be agreed in advance with the Events & Marketing Officer.
 - 4.5 MCC may attach further conditions where appropriate (weather concerns, safeguarding, site suitability, etc.).

5. Conditions of Loan

- 5.1 The marquee must only be used for the **approved event, dates and location**.
- 5.2 It must be returned **clean, dry, complete**, and in the same condition in which it was loaned.
- 5.3 Borrowers are responsible for the **safe assembly, use and takedown** of the marquee.
- 5.4 The marquee **must not** be:
 - Sub-hired
 - Loaned to another group
 - Passed to a third party
 - Used commercially without MCC approval
- 5.5 Any **accident, damage, loss or safety concern** must be reported to MCC **immediately**.
- 5.6 Repeated breaches may result in permanent refusal of future loans.

6. Deposits, Charges and Recovery of Costs

- 6.1 A **damage deposit** is required for all marquee loans. It is refunded after the event if:
 - The marquee is returned on time
 - No damage, loss or misuse is identified
 - All components are returned clean and dry
- 6.2 If the marquee is returned damaged, incomplete, wet, or misused, MCC may:
 - Retain part or all of the deposit
 - Issue an invoice for repair, cleaning, or replacement costs
 - Decline future requests from the borrower
- 6.3 For non-MCC events, the Council may introduce a **hire fee** to support maintenance costs, subject to an annual review.

7. Health, Safety and Insurance Requirements

7.1 Borrowers are responsible for ensuring that the marquee is used **safely and appropriately** at all times.

7.2 Borrowers must provide:

- A completed **risk assessment**
- Proof of **public liability insurance** (minimum £5 million recommended)

7.3 MCC accepts no responsibility for:

- Injury arising from incorrect erection or misuse
- Damage caused by weather conditions

7.4 The marquee must **not** be erected in unsafe weather conditions (high winds, storms).

7.5 Borrowers must follow all **manufacturer instructions** and safe working practices.

8. Refusal, Withdrawal or Cancellation of Loan

MCC reserves the right to refuse or cancel a loan where:

- The event poses a safety risk
- The borrower fails to meet policy or insurance requirements
- Weather conditions make the use unsafe
- MCC requires the marquee for its own events (with reasonable notice)
- Previous misuse or damage has occurred
- The borrower has provided misleading or incomplete information

9. Damage, Loss or Failure to Return

9.1 Borrowers are fully responsible for the marquee during the loan period.

9.2 If the marquee or any component is **lost, stolen, damaged or returned incomplete**, MCC will charge the full repair or replacement cost.

9.3 Loss or damage affecting future bookings will be considered a **serious breach** and may affect community access.

10. Review

10.1 This policy will be reviewed annually by the **Culture, Events & Tourism Committee**

10.2 The Council may amend the policy at any time to reflect operational changes or legislative requirements.