



# 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.