

Southern Grampians Shire Council

Marquee Hire Policy



Southern Grampians
Shire Council

CONDITIONS OF USE

- **Application Forms must be completed and returned to Events Co-ordinator at least 6 weeks prior to the event taking place.**
- **A deposit of \$200 must be paid at the time of booking at either the Southern Grampians Shire Council Business Centre at 111 Brown St Hamilton or by cheque to Locked Bag 685, Hamilton, 3300.**
- **Marquee will be set up and dismantled under the supervision of Council Workers at 8am Monday to Fridays (excluding public holidays).**
- **At the conclusion of the event and upon the inspection by Council staff, the deposit will be returned.**

POLICY STATEMENT

The purpose of this policy is to provide for the use of the Southern Grampians Shire Council marquee:

- The Southern Grampians Shire Council provides support to 'not-for-profit' organisations based within the Shire by making available a marquee (6 metres x 9 metres) for community events.
- The marquee allows event organisers to run an event in a more professional manner and is a prominent statement of support from the Council.
- The marquee will not be available for use at private functions.

POLICY APPLICATION

- Preference will be given to assisting events which are unique, attract audiences from outside the Shire, generate media exposure and have the potential to be self funding, held regularly and expand.
- The marquee may be made available for one off events which have demonstrated economic and promotional benefits.

- The marquee is to be erected and dismantled under supervision of Council employees (Monday - Friday).
- The organisation hosting the event must provide at least two individuals to:
 - * Instruct as to the positioning of the marquee
 - * Assist with the erection and dismantling of the marquee
- When the marquee is used for a weekend event it will be erected on the Friday and dismantled on a Monday. When a public holiday falls on the Monday the marquee will be dismantled on the Tuesday.
- The event organiser is responsible for the safety of the marquee should it be erected for longer than the event itself (i.e. over the weekend).
- Applications for marquee hire must be submitted at least six weeks prior to the event taking place and are subject to the availability of the marquee.
- Applications for hire of the marquee must be made on the prescribed form. Applicants will be advised in writing of the outcome of their application.
- A deposit of \$200 is required to cover the risk of possible damage to the marquee.
- The event organiser must hold public liability insurance in respect of the event for which the marquee is hired.

***If you have read and understand the marquee hire policy
please sign the application form and return to;***

***Events Co-ordinator, Southern Grampians Shire Council, Locked Bag 685,
Hamilton, Vic, 3300.***

Ph. (03) 5573 0480