

## **Introduction**

This document sets out the policy and process regarding the hiring of external equipment, specifically marquees and gazebos owned by the Llangarron Community Association (LCA). The key objectives behind the policy are to:

Provide a framework to support the hiring of the charity's equipment by members of the LCA, residents of the community of Llangarron, Llancloudy and Three Ashes, local charitable organisations and members of the public for the purposes of their personal or group use for non-LCA events.

This policy is applicable to the hiring of any equipment or asset for external use owned by the LCA specifically relating to the hire or loan of marquees and gazebos.

## **Hire Rates**

The hire of LCA equipment is free to members of the LCA, residents of Llangarron, Llancloudy and Three Ashes, and to local charitable organisations or groups.

The fees for hiring items for outdoor use by members of the public and groups outside of the Llangarron area are:

- Gazebo - £10 per day, £5 for each additional gazebo.
- Marque - £20 per day

A compulsory refundable deposit of £50 is required to cover any damage incurred during transport and/or use of the equipment.

## **Process for Hire LCA Equipment for External Use**

The process for hiring marquees and gazebos for outdoor use is described below:

1. Request for hire of equipment received via email [hello@llangarron.info](mailto:hello@llangarron.info), web portal or booking secretary
2. Hire rates agreed as per LCA MC agreed rates, some discretionary flexibility can be applied depending on reason for request, e.g., Scouts or other local charity.
3. Inspect the item(s) at time of hire and agree date and time of return to LCA shed. Take payment for deposit and cost of hire, if applicable. The hirer is responsible for collection from and delivery back the LCA shed as per the agreed time with the LCA representative.
4. Both parties sign hire agreement and payment of £50 deposit is taken by LCA representative.
5. On return inspect item(s) and note any damage, (determine if wear and tear or other). The deposit is refunded if the items are returned as per date of hire. If damage is incurred, the deposit or a portion thereof is retained at the discretion of the LCA representative, taking into consideration the age and prior use of the equipment.

# Llangarron Community Association Hire of Outdoor Equipment Policy



## Hire Rates and Agreement

The hire of LCA equipment is free to members of the LCA and to local charitable organisations. The fees for hiring items for outdoor use by members of the public are shown below:

- Gazebos - £10 per day and £5 for each additional gazebo.
- Marque - £20 per day

A refundable deposit of £50 is required to cover any damage incurred during transport and/or use of the equipment.

<b>LCA Hire Agreement</b>
I, the hirer, hereby agree to take full responsibility for the erection and proper use of the marque/gazebo (delete which is not applicable) in line with the instructions provided to me with the equipment. In the event of any damage, I agree that the deposit of £50 may be used towards the cost of repair or replacement of the equipment at the discretion of the LCA representative.
Signed by: _____ on behalf of the LCA MC
Signed by: _____ (Provide name, address, and contact phone number)

## Policy Review

This Policy will be reviewed every two years.

## Approval

Approved by the LCA Management Committee, 17th January 2023.