

Cover Sheet to Record Document History

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Swavesey Parish Council

Use of Community Gazebos Policy

PURPOSE

The purpose of this policy is to provide guidelines on the use of the community gazebos by community groups to ensure the safety of the users, gazebos and to reduce potential damage to the gazebos.

GAZEBO USE

The Parish Council owns 4 pop-up gazebos for use by any community organization in the village, either for a village event or a similar event in a neighbouring village.

Gazebos can be borrowed free of charge and are booked via the Clerk to the Parish Council.

Any community organization using a gazebo must agree to the following conditions:

- Have booked the use of the gazebo prior to the date, via the Parish Council.
- Arrange with the Clerk to collect the gazebo in your own transport. Gazebos are stored at the Memorial Hall.
- Arrange with the Clerk to return the gazebo in your own transport to the Memorial Hall.
- Each gazebo (frame and canopy) includes four sides, 4 guy ropes, 8 ground pegs, one ground-peg hook, one mallet. **Please ensure that all items are returned with each gazebo.**
- The gazebo will be checked on return and any damage or missing items will be charged to the organization having used the gazebo.

Organisation:

Date of loan/use of gazebo & event

Date of return of gazeboReturn confirmed

Organisation's authorised signatory

Print name