

East Leake Parish Council

Gazebo Hire Policy

East Leake Parish Council has secured the purchase of three gazebos thanks to funding from the Welcome Back Fund European Regional Development Fund (ERDF).

They are available, free of charge, to any village organisation for their own events and activities generally within the parish boundary. They are suitable for regular use in summer and light use in winter and are designed for domestic / light commercial use.

- The gazebos are stored at East Leake Parish Council, 45 Main Street, East Leake, Loughborough, LE12 6PF, and you will be responsible for arranging their collection and return.
- Available to hire are 2 x 3mx3m gazebos and 1 x 3mx6m gazebo. Please see photographs below for gazebo weight and dimensions.
- The gazebos come in their own heavy duty storage bags and water weights are also available if required.

Insurance

The gazebos are insured by the Parish Council but, **whilst the gazebos are hired out, the person or group who hires them must insure them**. The Council's policy will only provide cover for the gazebos whilst they are under the custody and control of the Council. If the gazebo causes damage or injury and it is due to the item not being fit for use then the Parish Council's policy will provide cover, but, if the damage or injury is caused by the hirers' use of the equipment then it will be their Public Liability insurance.

Erection and Safety

- You will be responsible for ensuring that the gazebos are erected by responsible adults and used in a manner that is safe for your volunteers and that you have any insurance cover that you need for this purpose as the Council can take no responsibility for any accidents.
- Manufacturer's information concerning the erection and safe use of the gazebos will be provided at the time of hire.
- It is your responsibility to take care of the fabric and related equipment.

Hiring

- To hire the gazebo, please contact Sue Lewis (Parish Clerk) or Ally Moore (Assistant Clerk) on 01509 852217 or by emailing parishclerk@east-leake.gov.uk. Your booking will be confirmed on receipt of a completed booking form.
- Use will be allocated on a first-come first-served basis.
- The gazebos must be returned as agreed to East Leake Parish Council.
- East Leake Parish Council has the right to refuse to hire out the gazebos.

CLASSIC STEEL 30



- Roof 1010mm
- Valance 330mm
- Setting 1 1800mm
- Setting 2 1880mm
- Setting 3 1950mm
- Setting 4 2040mm
- Setting 5 2120mm

3m x 3m

Our model is 176cm / 5'9" tall



2 Available

Frame and canopy weight = 26kg

Weight of Sidewalls set = 10kg

Packed dimensions:

Frame: 21cm (W) x 21cm (L) x 153cm (H) Sidewalls Set: 42cm (W) x 42cm (L) x 22cm (H)

CLASSIC STEEL 30



- Roof 890mm
- Valance 340mm
- Setting 1 1600mm
- Setting 2 1750mm
- Setting 3 1900mm
- Setting 4 2050mm

3m x 4.5m

3m x 6m gazebo uses same height settings.

Our model is 176cm / 5'9" tall



1 Available

Frame and canopy weight: 61.8kg

Weight of sidewalls set: 17kg

Packed dimensions:

Frame: 40cm (W) x 23cm (L) x 156cm (H)

Sidewalls Set: 46cm (W) x 46cm (L) x 22cm (H)

East Leake Parish Council

Booking Form for the Hire of Gazebos

Name of Organisation	
Contact name	
Contact details	E-mail: Phone: Address (if no e-mail):
Details of gazebo/s required	
Event – type, location, and purpose	
Date gazebo/s required –from & to	
You must have the necessary insurance. Please provide details.	

We agree to the terms and conditions of hire of the hire policy:

Name:

Signed:

Position:

Date:

Please return completed form to:
East Leake Parish Council, 45 Main Street, East Leake, Loughborough, LE12 6PF
parishclerk@east-leake.gov.uk
Policy adopted on 8th February 2022