

Shere Parish Council - Blue Tables Hire

Policy Document

Shere Parish Council has a supply of blue tables, spread around for the Parish for community use. They are located in the following village halls:

Hall	No. of tables	Contact	Email
Holmbury St Mary	12	Becky Dougall 07813 666 039	holmburyvillagehall@gmail.com
Peaslake	12	Michael Urban	info@peaslakevillagehall.com
Shere	7	Mrs Judy Potter 01483 202841	
Tanyard Hall	5	Clerk 01483 203431	clerk@shereparishcouncil.gov.uk

The Parish Council is willing to allow organisations situated within the Parish, or with a connection to the Parish to use the tables for fundraising or community activities, provided that the following conditions are strictly observed.

Conditions

The tables are to be collected and returned to the village halls at a mutually convenient time and date, arranged by the committee/caretaker of the relevant hall.

A collection and return form should be completed with the hirer's personal information (forms to be provided by the Parish Council for each village hall).

The tables are to be treated carefully with table clothes used if there is any risk of damage.

The tables are to be returned in the same condition as when they were collected (clean, dry and undamaged) while any damage caused should be immediately reported to the clerk@shereparishcouncil.gov.uk

If a table is damaged beyond repair, the Council may pursue the hirer for a replacement.

If a table is lost, the Council may pursue the hirer for a replacement.

If a table is returned without having been cleaned, the Council may pursue the hirer for the cost of cleaning the table.

Any incidents must be reported to the clerk@shereparishcouncil.gov.uk as soon as possible after the event.

Table Hire for a non-community event

If a request is made to hire the tables for a non-community event/private event the same conditions apply (see above) with the added requirement of a small hire fee of £2.50 per table, to go to the village hall where the tables are located, as well as a £100 deposit (cheque made payable to Shere Parish Council) which will be refunded following the event provided there is no damage.

Adopted	Next Review	Re-adopted
14 th May 2019	May 2022	