

MARKET EQUIPMENT LOAN FORM

Event Details					
Event Name and Address					
Event Date					
Event Time					
Organisation Information					
Name of Organisation/Charity					
Contact Name					
Address		Line 1			
		Line 2			
		Town/City			
		Postcode			
Email Address					
Phone Number					
Collection/Return Details					
Collection Date/Time				Return Date/Time	
Items of Equipment					
Item	Available	Number Required	Collected	Returned	Notes
Gazebo frame 3m x 3m	14				
Gazebo canopy white	9				
Gazebo canopy green	7				
Gazebo frame 6m x 3m	ON				
Do you require walls?					
Table 1.8m	15				
Table 1.2m	14				
Sandbags	4				
Loan Agreement					
					Tick to confirm
I confirm that I hold current Public Liability Insurance of at least £2 million and will share this with organisers via email if my loan application is successful.					☐
I confirm that I have fully read, and agree to abide by the terms of the Loan Agreement (shown below – or available at https://dirletonmotg.org/trader/agreements)					☐
I confirm that I will fully comply with DMotG gazebo erection advice and have a thorough risk assessment for my event which includes the erection and dismantling of gazebos.					☐
Print Name					If filling in digitally please type your name again in the box as your signature. Otherwise physically sign here.
Date					

Please now save the form and then email as an attachment to traderinfo@dirletonmotg.org

EQUIPMENT LOAN AGREEMENT

Dirleton Market on the Green is a seasonal village market with a difference. We are a charitable organisation and each of our markets hosts a fundraising gazebo for a local good cause. Our aim is to hold regular markets that increase the social inclusion and wellbeing of the elderly and wider community whilst giving local charities, community groups or not-for-profits an opportunity to raise funds and meet the public.

As a part of our wider charitable aims we also loan our market equipment to local organisations community and charities.

Please read everything below before sending in your completed loan application form

We have gazebos and tables available for loan to organisations and charities. Unfortunately our insurance does not allow us to loan equipment to private individuals.

Regular gazebos are 3m x 3m and come with either green or white canopies (roofs). We have one larger gazebo of 6m x 3m that is also available for loan. This has a white roof.

The gazebos we loan out are straight forward to erect but do require careful handling to keep them in best condition. We ask that you complete a training session before you borrow any equipment for the first time. Gazebos are large and heavy. Please ensure you have adequate transportation to collect any equipment. For reference a 3 x 3m gazebo frame will fit into an estate sized car quite easily.

Our gazebos are sturdy enough for most Scottish weather but we do insist that they are not erected in high winds or when gusty weather is forecast due to safety concerns and damage to equipment. If equipment is damaged due to improper usage we will ask for the item to be replaced by the loaning organisation at full cost price. Improper usage may also lead to us being unable to consider future loans.

If gazebo canopies are wet we ask that they are fully dried out before being stowed back in their boxes. If you have any issue with space etc then please get in touch.

We generally expect that gazebos are erected on grass and have suitable restraints for this but we do have a very limited amount of sandbags for erection of gazebos on hard surfaces.

We do not charge for loans but any donation to Dirleton Market on the Green is very gratefully accepted. We are a charity and this helps us to keep providing this service for local organisations and helps to run our seasonal markets.

If your application is successful we ask for evidence of your policy of public liability insurance of at least two million pounds to be emailed to market organisers.

In the event of unforeseen circumstances (including but not limited to adverse weather) we reserve the right to cancel or limit the scope of the loan for the safety of volunteers, vendors and the public. Please make sure that you have supplied a current phone number to allow us to contact you in case of cancellation.