

Equipment Booking Instructions – Southend Carnival

1. Click this link to go to our booking platform. [Equipment Booking Calendar - Southend Carnival](#)
2. Click on required dates. Pop up window opens.
3. In that window, enter your title for the event.
4. Click in box under “Calendar”.
5. Select required equipment from list. You can select more than one item at a time. The items are grouped together, so all barriers are in 1 box, regardless of type. Please see note 8.
6. In the Who box, enter your name, the name of your organisation, telephone number and an email contact address.
7. In the Where box, enter the address where the equipment will be needed.
8. In the Description box, please enter the quantities, and type, for each item that you have ordered. For example, 20 barriers - 1 medical bed.
9. Once you have completed everything press the save button.
10. We will then get an email advising us of your booking and we'll issue you with an invoice for payment to be made, with a pre-payment to secure the items and the balancing payment to be made 14 days before the event.

Please see below for our terms and conditions and an example of a completed booking form.

Terms and Conditions

- In making a booking through the Southend Carnival Events online booking platform you confirm that you agree to the terms and conditions as set out below.
- If you are planning to use the equipment that you are hiring to close a public highway, by agreeing to this hire you confirm that you have applied to Southend Borough Council to close the highway. If you have not, you **MUST** apply for this closure and confirm that it has been done by email to bookings@southendcarnival.org.uk before we can confirm any booking.
- You must pay a holding fee, as a percentage of the total hire cost, to secure any booking made. If your organisation has a turnover of **less than £10k per annum** you will be required to pay a **15%** holding fee, if the turnover is **greater than £10k per annum** you will be required to pay a **20%** holding fee and if the booking is on behalf of a **commercial**

organisation*, you will be required to pay a **35%** holding fee. Any payments made will be deducted from the final invoice. Prices for 2018 are at the end of this document.

- No booking will be considered confirmed until this holding fee has been paid and if this is not paid within 7 working days of the invoice date, then Southend Carnival Events reserves the right to cancel the booking. Details of how you can pay will be included on the invoice sent to you.
- We understand that plans change and so you may cancel your booking before the event. All cancellations must be made by email to bookings@southendcarnival.org.uk and must include the number of the invoice sent to you for the holding fee and the name and contact details used when the booking was made.
- If you cancel more than 30 calendar days before the event we will refund your holding fee in full.

- If you cancel between 29 and 8 calendar days before your booking we will refund the holding fee paid, less a 10% charge to cover our time.
- If you cancel 7 or less calendar days before the hire is due to commence we will refund your holding fee, less a 25% charge to cover our time and loss of our revenue due to the loss of hire.
- All equipment is supplied as is, and the hirer shall be responsible, at all times, for the safe use, storage and return in good condition, of anything hired to them by Southend Carnival Events.
- Where delivery is booked, we **cannot guarantee** being able to deliver or collect at specific times. Should you need the equipment for a specific time, you must arrange delivery for the day before the event, and collection for the day after the event.

If you have any queries please email bookings@southendcarnival.org.uk and we'll respond as soon as practicable.

*** We consider a commercial organisation to be one created to make a profit to be distributed to employees, shareholders, other beneficiaries or back in to the business, at the sole discretion of the business owners.**

Notes

The screenshot shows a web browser window with the URL https://teamup.com/ksf6scc3pm7sf1uc1j/events/new?start_dt=2018-01-. The browser's address bar shows a zoom level of 80%. The page title is "Test event".

The main content area is a form for creating a new event. The form includes the following fields and options:

- From:** 02/02/2018
- To:** 05/02/2018
- All day
- Repeats
- Calendar:** A list of calendars is shown, including "Crowd barrier 3 m", "Misc: - Please specify from list - Medical bed, loud haile...", and "No Parking signs".
- Who:** The carnival crew
- Where:** At the Pier
- Description:** 3 x Crowd barriers, 1 x medical bed, 1 x loud hailer, 15 x No Parking signs

A sidebar on the left shows a calendar for January 2018 and a list of available equipment:

- Barriers 1m x 2.3m
- Crowd barrier 2m fixed feet
- Crowd barrier 3 m
- Misc: - Please specify from ...
- No Parking signs
- No Waiting cone
- Road closed signs
- Traffic cones red

The bottom of the browser window shows the Windows taskbar with the search bar and various application icons. The system tray shows the time as 14:30 on 19/01/2018.

Equipment Hire Fees Southend Carnival Events 2018

Description	Organisations < £10k t/o	Organisations > £10k t/o	Commercial company
Barrier 1m x 2.3m	£2.50	£5.00	£17.50
Barrier 2m	£5.00	£10.00	£17.50
Traffic cones per cone	£1.00	£1.75	£2.00
Gazebo 3mx3m	£20.00	£35.00	£40.00
Signs [various] per sign	£1.00	£1.50	£5.00
Mobile lectern with plinth	£15.00	£25.00	£30.00
Lockers - per locker	£10.00	£15.00	£25.00
Electronic till	£20.00	£25.00	£35.00
Medical bed	£10.00	£15.00	£20.00
Flip chart	£5.00	£5.00	£5.00
Hi-Vis vest	£5 per 10	£7.50 per 10	£10 per 10

