

## 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](mailto:bookings@southendcarnival.org.uk) before we can confirm any booking.
- **All hirers are responsible for the collection from, transport and delivery back to our stores in Southend-on-Sea, of all equipment hired to them.**
- Collection and delivery must be by PRIOR arrangement with our volunteer stores manager, whose email will be supplied once your order is confirmed.

- 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](mailto: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 collection, the safe use and return in good condition, of anything hired to them by Southend Carnival Events.

**\* 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 a URL: [https://teamup.com/ksf6scc3pm7sf1uc1j/events/new?start\\_dt=2018-01-](https://teamup.com/ksf6scc3pm7sf1uc1j/events/new?start_dt=2018-01-)

The main content is a 'Test event' form with the following fields and options:

- From:** 02/02/2018
- To:** 05/02/2018
- All day
- Repeats
- Calendar:** A list of calendars 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 calendar grid is visible in the background, showing dates from January 1st to 31st. The event is scheduled for the period from February 2nd to February 5th, 2018.

## Equipment Hire Fees Southend Carnival Events 2019

Description	Organisations < £10k t/o	Organisations > £10k t/o	Commercial company
Barrier 1m x 2.3m	£5.00	£10.00	£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

