

Community Marquees

Got a community event coming up and need some shade? Community Bank Maldon & District are proud to support community groups or organisations by providing two free 3x3m marquees for community use.



How to book & use the community marquees:

Step 1 - Book the marquee(s)

Contact Community Bank Maldon & District Branch at least 3 weeks before your event to check availability and book the marquee(s).

P: 5475 1747

E: maldonmailbox@bendigobank.com.au

Step 2 - Submit the User Agreement

Complete the User Agreement form on page 3 of this document. Return it to staff at the Community Bank Maldon Branch prior to collecting the marquee(s) in person or via email (maldonmailbox@bendigobank.com.au).

Step 3 - Arrange collection and return

Contact Peter Thompson at least 7 days prior to your event to arrange collection and return of the marquee. Marquees can be collected from the Maldon Vintage Machinery & Museum, Vincent Street, Maldon.

P: 0408 146 537

E: peter@thompsonsfunerals.com.au

Step 4 - Using the marquee(s)

This demonstration video might help if you haven't erected a marquee before:

www.youtube.com/watch?v=d68Xjr-0vbs

Check and complete the Marquee Audit on page 3 of this document when dismantling the marquee(s).

Step 5 - Return the marquee(s)

Return the marquee(s) to the Maldon Vintage Machinery & Museum Community Shed.

Step 6 - Return Marquee Audit

Return the Marquee Audit to the Community Bank Maldon Branch in person or via email and advise staff of any damage incurred, missing items or if the marquee was repacked wet or dirty.

Community Bank Maldon

81 High Street, Maldon

Phone: 5475 1747

Email: maldonmailbox@bendigobank.com.au

Monday to Friday 9.30am to 4.00pm, Saturday 9.30am to 12.00pm

Community Bank
Maldon & District

 Bendigo Bank

Conditions of Use

- Community Bank Maldon Branch staff will inform customers of the main conditions of use at the time of booking, but final responsibility rests with the user.
- All users (not-for-profit organisations) must have their own public liability insurance cover or have insurance cover from an auspicing organisation to the value of \$5 million.
- Care and responsibility remains with the user from the time of pick-up to return of the marquee.
- The marquees are to be collected and returned promptly by the user at their own cost. Note: The marquee will be available for collection 2-3 days prior to your event and must be returned within 4 days of your event or earlier if requested by the Branch.
- A car with 2 metre internal space is required for the 3m x 3m marquee.
- It is the responsibility of the user to set up and dismantle the marquee.
- Once erected, the marquee must be immediately secured. In strong winds or on hard surfaces, additional weights may be required.
- All marquee pieces must be dry and clean prior to being returned. If the marquees are returned wet or soiled, bank staff must be advised upon return. Failure to do so will result in a cleaning fee or replacement charge. The user must complete a written audit of items received and items returned. These audits must be returned to bank staff, along with a verbal advisory about any damage, following return of the marquee.
- Costs to repair damages (e.g. damage to the frame, tears in the walls or roof etc) or to replace missing items (e.g. frame, wall) will be borne by the user. An invoice will be sent to the user for payment of repair or replacement of items.
- The user must return the marquee audit form in person or via email following the marquees return to the Maldon Vintage Machinery Museum

Frequently Asked Questions

How much does it cost to hire the marquees?

The marquees are available free for use by local not-for-profit community groups and organisations.

How many people are needed to erect the marquees?

The marquee requires 2-3 people.

Are the marquees easy to erect?

The main consideration for erecting the marquees is having enough people to help.

Does my organisation have to provide a bond to use the marquee?

No bond is required. We work on an honesty system where we ask you agree to disclose to our bank staff any damage to any component of the marquees in order to have it repaired prior to the next use. Users are liable for any damage to the marquee during the period of use.

What insurance is required?

The user organisation must have a minimum of \$5 million public liability insurance to cover the cost of any damages caused to any individuals in the event of an accident involving the marquee. The marquee itself is insured for replacement value by Community Bank Maldon & District

Can I use a marquee for private functions?

No. The marquees are only available for use by community organisations for community events.

What if it's a really windy day?

It is the responsibility of each user group to ensure the weather conditions are safe for erecting and using the marquee. If there are strong winds predicted, we suggest not using the marquee for risk to yourself, or damage to the marquee. Either damage will be the sole responsibility of the user.

User Agreement

To be completed prior to collection

Which Items are you booking? (please tick)	Marquee 1 3x3m ☐	Marquee 2 3x3m + 2 sides ☐	Cement Weights 4 extra heavy weights ☐
I/we agree to the Conditions of Use	Yes ☐	No ☐	
Organisation Name			
Address			
Name of auspicing organisation (if applicable)			
Contact 1	Name		
	Phone		
Contact 2	Name		
	Phone		
Collection Date			
Return Date			
Purpose of use			
Insurance details			
Insurance Provider			
Signature			
Name		Date	

Marquee Audit

To be completed then returned to brach staff in person or via email once marquee is returned

Organisation Name			Date of return	
Which Items did you return? (please tick)	Marquee 1 3x3m ☐	Marquee 2 3x3m + 2 sides ☐		
Frame	Yes ☐	No ☐	Yes ☐	No ☐
Roof	Yes ☐	No ☐	Yes ☐	No ☐
Roof Bag	Yes ☐	No ☐	Yes ☐	No ☐
Sides x 2	Yes ☐	No ☐	Yes ☐	No ☐
Weights (if taken)	Yes ☐	No ☐	Yes ☐	No ☐
Requires Cleaning or was damaged?				