

# 2026

# High Street Kiosks

Hire Terms & Conditions



**MARLOW**  
TOWN COUNCIL



# High Street Kiosks

Hire terms and conditions

Adopted: 2025

Review Date: 2026

## Introduction

### High Street Kiosks – Displays & Events

Marlow Town Council is delighted to offer our adopted kiosks in Marlow High Street as a space for community displays, information, awareness initiatives, and occasional “pop-up” events.

If you are interested in using the kiosks, please email [office@marlow-tc.gov.uk](mailto:office@marlow-tc.gov.uk) in the first instance to check availability.

## Terms & Conditions

### 1. Purpose of Use

- The kiosks are primarily for community displays, information, awareness initiatives, and occasional “pop-up” events.
- Business or commercial use may be permitted at our discretion, particularly where it helps cover maintenance costs or generates an income to support ongoing community use.

### 2. Acceptable Content & Activities

- Displays and events must not include any material or activity that is offensive, discriminatory, political, unlawful, or otherwise inappropriate.
- We reserve the right to refuse or remove any display or event at any time, without prior notice, but will always aim to provide a brief and reasonable explanation for the decision to ensure clarity and transparency.

### 3. Responsibilities of the Hirer/Organiser

- The hirer/organiser is responsible for setting up and clearing away their display or event materials at the start and end of the agreed hire period including ensuring the surrounding area and pavement are kept clear and clean and to return the kiosk in a clean and tidy condition at the end of the booking.

- The hirer/organiser will be responsible for any necessary cleaning or repairs if the kiosk is left in an unsatisfactory condition.
- The kiosks will remain locked; access will be arranged with the hirer/organiser.
- All items and equipment are used or displayed at the hirer/organiser's sole risk. The Council accepts no responsibility for loss, theft, or damage.
- Any additional equipment or activity (e.g. lighting, sound, interactive elements) must be agreed in advance.
- The hirer / organiser may be required to submit a risk assessment for "pop-up" events; a risk assessment template can be provided on request.
- The hirer / organiser should take reasonable steps to minimise any negative impact on nearby retailers.
- Agree to a satisfactory "hand back" process to Town Council officers
- For longer displays, the hirer / organiser should regularly check the installation and ensure it remains in good condition.

#### **4. Hire Period and Charges**

- Marlow based community and voluntary group displays/events may be installed or held for a fixed, agreed period free of charge.
- Business, commercial displays/events or hirers falling outside the Marlow area may be permitted for a nominal fee, to be agreed in advance.
- All fees must be paid in full prior to the display/event taking place.

#### **5. Eligibility**

- Hirers should be registered community organisations, not-for-profit organisations, schools, clubs or charities promoting community projects, events or initiatives that benefit the residents, community or town, in line with the Town Council strategy and vision.

Priority will be given to hirers who are Marlow based or whose reach extends across Marlow.

## 6. General Conditions

- By placing a display or holding an event in a kiosk, the hirer/organiser confirms acceptance of these Terms & Conditions.
- Any items not removed at the end of the hire period will be disposed of and may be subject to a disposal charge.
- Failure to comply with the Terms and Conditions may result in:-
  1. Immediate removal of the display or cancellation of the hire agreement
  2. The Town Council charging the hirer for kiosk cleaning, repairs and the disposal of items not removed, at an hourly rate.