

MULBARTON PARISH COUNCIL

MULTI USE GAMES AREA (MUGA)

HOW TO BOOK

MUGA is available for hire by anyone but priority will be given to individual residents of Mulbarton and organisations / clubs based in Mulbarton.

The hire charge per hour is £10 payable at time of booking.

You must be aged 18 years old or over to make a booking.

1. You can obtain the Booking Form together with the Terms and Conditions of Hire;
 - a. From the Parish Council Office situated at the Village Hall complex [opening times are available on the Mulbarton Parish Council website www.mulbartonpc.org.uk
 - Or
 - b. By downloading a copy from the Mulbarton Parish Council website www.mulbartonpc.org.uk
2. Return the completed Booking Form, which includes your acceptance of the Terms and Conditions of Hire, together with your payment to the Parish Clerk when the Parish Council Office is open or post through the letter box at the Office.
3. Payments may be made in cash or by cheque [made payable to Mulbarton Parish Council].
4. On receipt of the completed booking form and payment in full, you will be issued via email with a code for the padlock. This code will be changed frequently. If you have a Block Booking you will be notified via email of the new code.

USING THE FLOODLIGHTS

The floodlights are controlled by a Smartcard system which has money credited to it by the Hirer. The cost of using the floodlights is NOT included in the hire charge and an additional charge will be made.

To obtain a Smartcard:

1. Go to the Parish Council Office situated at the Village Hall complex [opening times are available on the Mulbarton Parish Council website www.mulbartonpc.org.uk
2. On receipt of your payment [minimum £5], the Parish Clerk will issue a smartcard credited with this value which will enable you to use the floodlights.
3. Instructions for using the smartcard and floodlights will be issued with the smartcard. A demonstration of locating the smart meter and how to transfer credit to and from the card can be given.
4. If after your booked session you still have credit on the Smartcard, you can keep the card and use it for your next bookings until the credit on the Smartcard runs out. You can top up your Smart Card with more credit by making payment to the Parish Clerk.
5. If you have credit on your Smartcard that you no longer wish to use, you can obtain a refund from the Parish Clerk upon surrender of the card.

Mulbarton Parish Council
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