

**MULBARTON PARISH COUNCIL**

**MULTI USE GAMES AREA (MUGA)**

**BOOKING FORM**

Confirmation of your booking will only be made when the office is open. Your booking will be confirmed via email and will include a code for the padlock.

**I have read and accept the Terms & Conditions for the Hire of the Multi Use Games Area shown overleaf.**

**Name:**

**Address:**

**Email:**

**Tel no:**

**Organisation [if applicable]:**

**Payment method:**

**Date of payment:**

**Signature: .....**

**Date: .....**

**Date & time of single booking: .....**

**Or Block booking:**

**Length of Contract Block: (No. of weeks): .....**

**From: ..... to..... (date) at: ..... (time)**

**Return to:**

Parish Clerk  
Parish Office  
The Common,  
Mulbarton NR14 8AE  
mulbartonparish:btconnect.com

Bank details: Mulbarton Parish Council  
Sort code: 09 06 66      Account number: 40458178  
Cheques to be made payable to Mulbarton Parish Council

## MULBARTON PARISH COUNCIL

### MULTI USE GAMES AREA (MUGA)

#### TERMS & CONDITIONS

1. For the purpose of these conditions, the term HIRER shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative who is the person who signs the Booking Form.
2. The MUGA can be hired by anyone with priority being given to residents of Mulbarton or a representative of a club or organisation based in Mulbarton.
3. Hirers must be aged 18 or over at the time of booking.
4. The MUGA is to be used for Tennis, Netball or 5 a side football. It may be used for other activities only with prior authorisation of Mulbarton Parish Council.
5. The Hirer will be responsible for the supervision and care of all users of the MUGA area during the period of the hiring. Those under 18 must be supervised by someone over 18 years old at all times. The Hirer will be responsible for supervising the behaviour of all persons using the premises.
6. The Hirer will remain, and be responsible for, the supervision and care of the facilities hired, their fabric and contents, during the period of hiring.
7. The Hirer shall not sub-let the facility.
8. The Hirer shall not use, or allow the use of, the MUGA facilities for any purpose other than that described in these Terms & Conditions.
9. The Hirer shall not do or bring onto the premises anything which may endanger the premises or render invalid any insurance policies relating to the premises. The Parish Council insurance does not cover activities carried out by MUGA hirers. Hirers using the facility do so at their own risk.
10. Hirers will be required to give a minimum of 24 hours' notice to cancel their booking or they will be charged as normal.
11. The Parish Council reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the Hirer.
12. The Hirer shall indemnify the Parish Council for the cost of repair of any damage done to any part of the MUGA (including the curtilage thereof), or of any associated equipment, which may occur as a result of hiring.
13. Hirers using the MUGA are required to ensure that noise levels and inconvenience to our neighbours and other users is kept to a minimum.
- 14. The Hirer must not share the code to the padlock with anyone else.**
15. The Hirer shall ensure that clean soft soled footwear is worn at all times by those using the MUGA. The wearing of boots with studs, spikes or blades is strictly prohibited.
16. The Hirer shall ensure that no animals are brought onto the MUGA areas.
17. The Hirer will be responsible for providing their own first aid cover and a mobile telephone for emergency assistance if it were to be necessary.
18. Drinking of alcohol or smoking in the MUGA facility and surrounding area is prohibited as it is a designated Alcohol and Smoke free zone.
19. In the event of the MUGA or any part thereof being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to Hirer for any resulting loss or damage whatsoever.
- 20. At the end of the hiring, the Hirer shall be responsible for ensuring that the site is secured [gate secured with padlock] leaving the premises in a clean and tidy condition, all lighting turned off (if last user), and any equipment temporarily removed from their usual positions properly replaced.**
21. All Hirers must ensure that they vacate the MUGA at the end of the stated hired time to allow other hirers to access the facility at their allotted time slot.
- 22. Please be aware the CCTV operates in the area of the MUGA.**
23. The booking of the MUGA by the Hirer indicates acceptance of all of the above conditions of hire. These conditions may not be varied in any way, except with the prior approval of Mulbarton Parish Council.
24. Any breach of these conditions will result in refusal to permit the Hirer to make any future bookings for the use of the MUGA facility. Mulbarton Parish Council reserves the right to make alterations to any of the Conditions of Hire from time to time and at its own discretion.

Floodlights: smartcards issued for the floodlights remain the property of Mulbarton Parish Council and remaining credit on lost cards will not be reimbursed to the hirer. A replacement card will be issued upon payment of £5.00 (to cover lost card) and payment of new credit amount.