

Memorial Park MUGA **Conditions of Hire**

Any person, group or organisation wishing to hire the Multi use Games Area must have a responsible adult of at least 18 years of age must agree (by email) to the terms a 'HIRING AGREEMENT' between Sonning Common Parish Council (SCPC) and the Hirer, in the form prescribed.

The Hiring Agreement, which must be approved by the Hirer and the Bookings Clerk, confirms that SCPC agrees to permit the Hirer to use the facility for the purpose and period(s) stated, subject to the conditions set out below:

Financial:

For Casual Bookings:

Casual Bookings will be invoiced for the hire prior to the commencement of the hire. Payment for the hire must be received by the Bookings Clerk two working days before the commencement of the hire.

For Regular Bookings:

Regular bookings will be invoiced a month in arrears. Invoices are to be paid within 14 days.

MUGA Terms and Conditions:

- All bookings must be made a minimum of 48 hours prior to use. No booking will be accepted or confirmed until all sections of the booking form have been completed, and the terms and conditions agreed to.
- The person by whom the hire form is approved or electronically submitted shall be deemed to be the Hirer and will be responsible for payment of all fees payable in respect of the hire. The Hirer must be 18 years of age or over.
- All users will abide by the rules of the MUGA, which form part of this agreement. SCPC reserve the right to amend these terms if required.
- Hirers are expected to **complete all activities 5 minutes prior** to the end of their allotted time, to allow for clearing the MUGA for the next hire session. The Hirer will be responsible for all players using the pitch and will be liable to pay for any damage to the playing surface. Continued abuse of this condition will result in the Hirer's booking(s) being cancelled..

Bookings:

- Payment can be made by cheque made payable to Sonning Common Parish Council or via BACS payment (bank details will be issued by email).
- SCPC may change the fees or charges for use of the Facilities at one months' notice.
- Clubs/Hirers wishing to use floodlights are permitted to use the code displayed. Entering the code provides one hour of light, up to 9.30pm.

Cancellation Policy:

- The hire fee will still be chargeable if a booking is cancelled within 48 hours of the scheduled booking time.
- Overdue accounts may result in suspension of use of the facility until the debit is cleared. Failure to pay an overdue account will be passed to the Sonning Common Parish Council solicitors for recovery procedures to be instigated.
- Hirers are liable for the good behaviour of persons attending their events. All breakages or damage to equipment including the synthetic pitch surface, will be charged for and SCPC will undertake any necessary legal proceedings.
- Sonning Common Parish Council reserve the right to close the facility, or prohibit the use of the facility, at its discretion. Any amounts paid by the Hirer in such circumstances will be refunded but SCPC will not be liable for any expenditure incurred or loss sustained directly or indirectly by the Hirer, arising from the cancellation.
- If any circumstances over which SCPC have no control render the facilities not available to the Hirer on any day/part day, the Hirer will not be entitled to any compensation, in consequence thereof or in connection therewith.

Additional conditions:

- The Hirer must ensure such fire, health and safety and other precautions as required by SCPC are properly implemented and observed. **THE HIRER IS RESPONSIBLE FOR LOCKING THE GATES AFTER USE.**
- **All injuries MUST be reported** to: info@scvh.co.uk or Tel: 07763 134769. In an emergency, please call the Parish office: 01189 723616. These will then be recorded into the site accident report book.
- Sonning Common Parish Council will not be liable for personal injury or loss howsoever incurred by those attending the site.
- Equipment such as footballs, netballs, training cones are not provided. It is therefore the responsibility of the Hirer to ensure such equipment is available.
- Admittance onto the artificial pitch is NOT allowed until the allotted starting time of your booking. The facility may be used by the public up until the start of your booking.
- There are strictly NO DOGS allowed on the MUGA facility at any time.

Not Allowed	Allowed
Spiked or Studded Footwear	Flat or Dimpled footwear - please clean before entering MUGA
Skateboards, Cycles, Roller Skates or Scooters	Low volume Music only
Smoking, Fireworks, Fires, BBQs, or Nakes flames	Remove all rubbish on leaving and place in bins provided
Chewing gum or food	Report any damage as soon as possible
Glass bottles or consumption of alcohol	Children under 11 years to be supervised by a responsible adult
Use of foul or abusive language or disturbing other Park users	The consumption of water
NO DOGS permitted on the MUGA at anytime	Use of the floodlight control code but will not operate beyond 9.00 pm
Hanging from the netball or basketball hoops or climbing on the mesh boundary	Maximum of x30 players on the MUGA at the same time

ANYONE USING THIS MULTI USE GAMES AREA DO SO AT THEIR OWN RISK.

HIRERS MUST HAVE THEIR OWN SAFEGUARDING POLICY WHILST USING THE SITE AND ARE RESPONSIBLE FOR SAFEGUARDING ALL USERS.

USERS ARE NOT PERMITTED TO DRIVE ON THE TRACKWAY OR THE GRASS. VEHICLES ARE ONLY PERMITTED IN THE CARPARK.

LIABILITY WILL NOT BE ACCEPTED FOR PERSONAL INJURY OR LOSS OR DAMAGE OF ANY VALUABLES.

ANY HIRER IS EXPECTED TO CONDUCT THEIR OWN RISK ASSESSMENT PRIOR TO USE AND HAVE THEIR OWN INSURANCE IN PLACE TO COVER ANY INJURY OR DAMAGE.

ANYONE OBSERVED BREAKING THE RULES WILL BE ASKED TO LEAVE THE GAMES AREA AND REPORTED TO PARISH OFFICE.

Any correspondence relating to this document must be addressed to:

The Bookings Clerk, Parish Office, Village Hall,

Wood Lane, Sonning Common RG4 9SL

info@scvh.co.uk Tel: 07763134769