

WATLINGTON PARISH COUNCIL

Parish Clerk, Mrs Sara D Porter

42 Church Road ~ Watlington Village Hall ~ Watlington ~ King's Lynn ~ Norfolk ~ PE33 0HE

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Recreation Ground Multi Use Games Area (MUGA)

Booking and Hiring Procedures / Terms & Conditions

Tariffs and T&C's will be reviewed on an annual basis

Approved by Watlington Parish Council November 2019

The Watlington MUGA is a Multi Use Games Area 15m wide x 30m long designed for Football, Handball, Wallball, Street Snooker, Basketball, Netball, Table Tennis and Outdoor Gym. The specific facility details are as follows:

Fencing	Low maintenance MUGA fencing with rebound mesh panels and posts incorporating noise reduction strips
Goals	Goal end x 2 with independent goal mouth structures, freestanding back panels, lintel panels and backboards
Gates	Pedestrian access gate x 2
Pitches	Spray line markings for informal football, basketball and netball
Floodlighting	Floodlighting columns and lights x 4 with either PIR motion sensors or light and dark sensors
Games Area	Street Snooker games wall with scoreboard, supporting frameworks, integrated scoreboard panel, target disks and fixings
	5 a-side goal frame x 2 with stripes to be clamped onto existing fence
	Steel table tennis table with infilled sides, a two-player match scoreboard and pad underneath
Outdoor Gym Equipment	Air Strider
	Air Walker
	Waist & Chest System
	Combined Fitness Bike/Stepper
	Sit Up Board
	Multi Traction
	Heart Rate floor graphics

Facilities for Hire

The hire includes use of the MUGA for approved activities. There is ample free parking in the Village Hall car park.

Approved activities

The use of the MUGA for activities is by approval of the Council. Approved activities include:

- Football
- Handball
- Wallball
- Street Snooker
- Basketball
- Netball
- Table Tennis
- Fitness training

Bookings

- All bookings must be made through the Council.
- All hirers are required to sign a booking form and agree to the terms and conditions of hire.
- Block booked sessions will be posted on the Council notice board at the Council office and posted on the website.
- Sessions can be booked in periods of 30 minutes.
- Bookings should be made ahead of need as later bookings cannot be guaranteed.

Block bookings

- Regular users will be required to make block bookings. Allocation of time slots is at the discretion of the Council.
- Hirers making block bookings will sign a booking form and terms and conditions at the beginning of the let period.
- No period will be in excess of 12 months.
- A non-refundable deposit will be required at the time of booking and usage will be invoiced thereafter monthly in arrears.

Single bookings/tennis

- Single group or individual hirers will sign a booking form and terms and conditions prior to the let period. Allocation of time slots is at the discretion of the Council.
- A non-refundable full payment will be required at the time of booking.

Access

Access to the MUGA is by gate.

Floodlights

If using the floodlights, please check whether another user is coming onto the court before you switch them off as there is a delay of up to 15 minutes before the lights can be switched back on.

Care of facilities

All hirers must sign the terms and conditions of hire. It is important that the surface is kept in good condition to extend its life. In particular, please:

DO NOT wear spiked or long studded shoes

DO NOT smoke or drop cigarettes or matches on the surface

DO NOT allow dogs or other animals on the surface

DO NOT allow chewing gum on the surface

DO NOT allow glass or drinks onto the surface

DO NOT place heavy or sharp objects on the surface

DO clean your footwear before going on to the surface

DO keep the area around the entrance free from dirt

DO close the gate after use

DO turn off the floodlights

Tariff

Category	Charge (per session)
Junior group/club (<i>Juniors are classed as under 18s</i>)	£10.00
Adult group/club (<i>Adults are classed as 18 or over</i>)	£15.00
For profit (commercial) hire (Junior and Adult classes)	£20.00
Outdoor Equipment Area (per person)	Free
Floodlighting	Free

Terms and Conditions of hire of the Watlington Multi Use Games Area (MUGA) and associated facilities

These standard conditions apply to all hiring of the MUGA and associated facilities (the premises). If the hirer is in any doubt as to the meaning of the following, the Council should be consulted.

1. Age

Hirers shall be persons 18 or over and who are responsible for being in charge of the premises at all times and ensuring that all conditions under this Agreement are met.

2. Supervision

The Hirer shall, during the period of hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort and behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements.

3. Use of premises

The Hirer shall not use the premises for any other purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

4. Care of premises

a. All persons using the premises shall behave in a manner that does not cause injury, damage or nuisance to property, staff or other users of the park or ground. All persons shall conform to any regulations or byelaws in force with respect to the grounds and comply with any instructions they may receive from Watlington Parish Council. The Hirers will be solely liable for any damage caused to the pitch, equipment, building, fences or any other of Watlington Parish Council's property including malicious and accidental damage.

b. Hirers are asked to ensure that they treat the facilities in a considerate and proper manner i.e. leaving litter e.g. drinks cans, sweet wrappers etc. No glass bottles or glass in any other form must be taken onto the sports pitch. It is important that the surface is kept in good condition to extend its life.

5. Session check sheet

The Hirer must carry out a short examination of the facilities prior to and at the end of each session and complete and provide the completed check sheet to Watlington Parish Council.

6. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by Watlington Parish Council.

7. End of hire

The premises must be vacated at the end of the let in a timely manner. Hirers are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured or be at liberty to make an additional charge.

8. Cancellation

- a. Watlington Parish Council reserves the right to decline booking requests or to limit the amount of time played during a booking if it deems that this is in the long term interests of the sustainability of the playing surface and/or the safety of those using it.
- b. Watlington Parish Council reserves the right to close any pitch or ground during any day or days on which it has been let. Watlington Parish Council will endeavour to accommodate any lost matches due to pitch conditions or bad weather within the playing season or offer credits against future bookings. The only time this will be considered is if:
 - i. The pitch booking is cancelled by Watlington Parish Council.
 - ii. The match is cancelled due to unsafe playing conditions by Watlington Parish Council or deemed to be unsafe by the Hirers.
- c. Refunds will be made in respect of any cancellations that meet the criteria set out in (b) above.
- d. If a credit is given in respect of a cancelled booking, the credit must be used for the next booking made by the Hirer. All credits will have a pre-stated expiry date (normally the end of the season).
- e. Hirers may request changes to their original bookings giving a minimum of 7-calendar days notice. Changes will be dependent upon pitch availability; re-arranged matches cannot be guaranteed. Any requests for credits for un-played bookings due to re-arranged fixtures must be in writing and accompanied by evidence from the Hirer to Watlington Parish Council.

9. Insurance and indemnity

- a. The Hirer shall be liable for:
 - i. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
 - ii. all claims, losses, damages and costs made against or incurred by Watlington Parish Council in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
 - iii. all claims, losses, damages and costs made against or incurred by Watlington Parish Council as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly Watlington Parish Council against such liabilities.
- b. The Hirer shall take out adequate insurance to insure such liabilities and shall produce the policy or other evidence of cover to Watlington Parish Council. Failure to produce such policy and evidence of cover will render the hiring void and enable Watlington Parish Council to rehire the premises to another Hirer.

Watlington Parish Council is insured against any claims arising out of its own negligence.

10. Risk Assessment

The Hirer must produce a risk assessment and provide a copy to Watlington Parish Council.

Although not obligatory, it is recommended that the Hirer carries out and documents a health questionnaire for each of its participants.

11. Child protection

Watlington Parish Council subscribes to the principles of child protection. Hirers shall adopt measures for the appropriate protection of any child involved in activities on the premises, and shall be mindful of the needs of any such child.

12. Equal opportunities

All Hirers must comply with Watlington Parish Council's equal opportunities policy wherein they do not exercise any discrimination on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion, creed or disability.

13. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to a member of Watlington Parish Council as soon as possible. Any failure of equipment belonging to Watlington Parish Council must also be reported as soon as possible.

14. Alcohol

No alcohol shall be brought into the grounds.

15. Stored equipment

Watlington Parish Council accepts no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded.

16. Compliance

A Hirer failing to comply with any of these regulations and conditions will be liable to forfeit the use of the premises without any adjustment of fees in respect thereof, such forfeiture to be without prejudice to any other claims or remedies which Watlington Parish Council may have against the Hirer.

Booking Form

Please return this form to the Parish Clerk

Name of Hirer responsible for booking and payment:

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Name of Organisation/Club/League:

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Sports/Activity:

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Category of Hirer:

☐ Junior

☐ Adult

☐ Commercial

Hirer Details:

Address	
Telephone (day)	
Telephone (eve)	
Mobile	
Email	

Booking Requirements:

MUGA	
Outdoor Gym	
Floodlights	
Other	

Block bookings

Start Date	
End Date	
Session Start Time	
Session End Time	

Single bookings

Date	
Session Start Time	
Session End Time	

Office use only

Facility	Hours	Tariff	Total £
MUGA			
Floodlights			
Outdoor Gym			
			Total due
			Deposit paid
			Balance due

Terms and conditions:

I have read and agree to the terms and conditions of hire of the Watlington Multi Use Games Area (MUGA) and associated facilities. I confirm I am 18 years or over.

Signed:

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Dated:

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