

## **WATLINGTON MULTI USE GAMES AREA (MUGA)**

### **TERMS AND CONDITIONS OF HIRE**

The Watlington Multi Use Games Area (MUGA) is a community asset owned and run by the Watlington Parish Council (WPC). The facility is available for 'free play' use by members of the local community and for booked sessions by individuals, voluntary organisation (clubs and associations) as well as commercial and educational organisations. There is a fee for booked sessions (see below). Booked sessions have priority over 'free play' use.

Any person, group or organisation wishing to hire the Multi Use Games Area (MUGA) must have a responsible adult of at least 18 years of age complete and sign a Booking Form between Watlington Parish Council (WPC) and the Hirer, in the form prescribed either in person at the Parish Office or online.

The Booking Form, which must be signed by the Hirer and the WPC Parish Clerk confirms that WPC agrees to permit the Hirer to use the facility for the purpose and period(s) stated, subject to the conditions set out below:

#### **Bookings:**

There is no requirement to book the MUGA for 'free play'. If the MUGA is not in use or booked, then it is available at no charge on a first come – first served basis.

To book the MUGA contact WPC via email at [wpc@watlington-oxon-pc.gov.uk](mailto:wpc@watlington-oxon-pc.gov.uk) or phone 01491 613867 – weekday mornings only.

All bookings must be made at least 48 hours before the session.

Booked sessions take priority over 'free play' use.

#### **Payment:**

Payment can be made in cash, by credit/debit card or cheque made payable to Watlington Parish Council.

#### **Regular Block Bookings:**

Regular block bookings will be invoiced a month in arrears. Invoices are to be paid within 30 days.

#### **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 Parish Clerk two working days before the commencement of the hire. WPC will not confirm a provisional casual booking without receipt of payment.

**Floodlights:**

Clubs/Hirers wishing to use floodlights are to pay for and pick up a token from the Parish Office on weekday mornings before 12.30pm. Times for the operation of the floodlights are set out below.

**Hire Fees:**

The cost to hire the MUGA is **£5** per hour before 4.30pm and **£10** per hour after 4.30pm.

Tokens for the floodlights cost **£2.50**.

WPC will review the hire fees and the cost of the tokens on an annual basis prior to the start of each financial year (5<sup>th</sup> April) and post the fees on the Council's website.

**Floodlight Operation:**

The floodlights are operated via a token system. The token machine is on the side of the pavilion building adjacent to the carpark. If the lights are on and a second hour is needed tokens can be added in the final 10 minutes of the hour (a red light positioned on the side of the pavilion facing the MUGA will flash to indicate 10 minutes left) and the next hour starts at the end of the 10 minutes. (Photographs Annex A)

When the token runs out a sensor operated light will stay on for a few minutes so that personal belongings can be retrieved and the MUGA vacated.

**Floodlight Timings:**

The permitted floodlight operating hours are as follows:

Monday to Friday from 8.00am until 9.30pm  
Saturday from 8.00am until 6.0pm  
Sunday from 8.00am until 5.0pm

**MUGA Terms and Conditions:**

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 booking form is signed 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 to this agreement.

**Cancellation Policy:**

The hire fee will be chargeable if a booking is cancelled within 24 hours of the scheduled booking time.

Overdue accounts may result in suspension of use of the facility until the debt is cleared. Failure to pay an overdue account will be passed to the WPC solicitors for recovery procedures to be instigated.

WPC 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 WPC 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 WPC have no control render the facilities not available for the Hirer on any day of the hire or any part of such a day, the Hirer shall not be entitled to any compensation in consequence thereof or in connection therewith.

The Hirer will be responsible for all persons using the pitch and will be liable to pay for any damage including to the playing surface. Continued abuse of this condition will result in the Hirer's booking(s) being cancelled.

**Damage:**

Hirers are liable for the good behaviour of persons attending their events. All breakages or damage to equipment, including the synthetic pitch surface, must be notified to WPC at the earliest possible time. The cost of any damage will be charged to the hirer and WPC will undertake any necessary legal proceedings to recovery such charges as required.

**Additional Conditions:**

The Hirer must ensure such fire, health and safety and other precautions as required by WPC are properly implemented and observed.

All groups must report any injuries to WPC. These will then be recorded into the site accident report book.

WPC will not be liable for personal injury or loss howsoever incurred by those attending the site.

Items of sports equipment are not provided by WPC. 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 can be used by the public up until the start of your booking.

Allotted booking times will be displayed on the WPC website to ensure no confusion.

### **Watlington MUGA Rules:**

Please follow the rules to keep the MUGA in good condition so everyone can enjoy using it.

Please note CCTV is in operation in this area.

- NO BIKES, SCOOTERS, SKATES OR ROLLERBLADES
- NO DOGS
- NO SMOKING
- NO LITTERING
- NO MUDDY SHOES
- TRAINERS OR ASTROTURF SHOES ONLY
- NO STUDS OR BLADES
- GIVE PRIORITY TO GROUPS WHO HAVE BOOKED
- NO BAD LANGUAGE OR SWEARING

**ANYONE USING THIS MULTI USE GAMES AREA DO SO AT THEIR OWN RISK, LIABILITY WILL NOT BE ACCEPTED FOR PERSONAL INJURY OR LOSS OR DAMAGE OF VALUABLES. ANYONE OBSERVED BREAKING THE RULES WILL BE ASKED TO LEAVE THE GAMES AREA AND REPORTED TO WATLINGTON PARIH COUNCIL**

**Annex A**

**Photos**

**Token Box**



**Red Light on Side of Pavilion**

