

Pirton Parish Council



MULTI-USE GAMES AREA (MUGA)

The Recreation Ground, Walnut Tree Road, Pirton, Hitchin, SG5 3PX

TERMS AND CONDITIONS OF HIRE

GENERAL HIRING

1. Bookings must be made on the Parish Council's MUGA Booking Form (doc023).
2. The 'MUGA Usage Schedule' (available on the Parish Council website at www.pirtonparishcouncil.org.uk, under 'Reports', 'Standard Documents' and 'Sundry Reports') indicates which time slots are reserved for those clubs with long-term hire agreements with the Council. Other time slots are available for hire on a first-come, first-served basis, so no time slot can be guaranteed as being available, although every effort will be made to offer you first choice of time and court as appropriate.
3. Bookings must be accompanied by the full name of the hirer, a valid e-mail address and an up-to-date contact telephone number.
4. All groups and individuals must have their own insurance cover.
5. The named hirer will be held solely responsible for any damage to the facility.
6. The named hirer will be held solely responsible for ensuring payments are made on time.
7. Legal action may be taken against the hirer in the event of damage or monies being owed to the Parish Council.
8. All usage of booking slots ends 5 minutes before the total booked time. Booked slots begin on the hour or half-hour and end on the 55th minutes or the 25th minute.
9. The MUGA will not usually have a council representative on site; the named hirer or deputy must take responsibility for their own health and safety, including holding personal accident insurance for their activities.
10. All users must only use the equipment and courts in the correct manner and as agreed at the time of booking. This includes compliance with any written or verbal instruction by a councillor or the Parish Clerk and signs posted at the facility.
11. The Parish Council reserves the right to exclude any individual(s) who abuse the facility in any way.
12. The Parish Council accepts no responsibility for loss or damage to any property, vehicles or equipment left in or used at the Recreation Ground.

13. Should any problems or issues arise before, during or after a hire this must be reported to the Parish Clerk or a councillor if present.
14. If the Parish Council closes the facility as a result of any unforeseen circumstances, e.g. adverse weather or vandalism, full refunds will be made for any bookings that have been paid for.
15. The Parish Clerk will inform the Tennis Club (as the largest user) of any other bookings to avoid clashes.

REGULAR/BLOCK BOOKINGS

16. Regular or block bookings will be considered for time slots not reserved for club use (although not for club members as this would constitute an extension of the club's allocation).
17. Block bookings will be invoiced on a monthly basis or as otherwise agreed. Invoices are to be settled within 15 days of issue.
18. Block bookings which are not paid for by the due date may be cancelled with immediate effect and the time slots made available for general hire.
19. Charges for block bookings or to Clubs with long-term arrangements shall be reviewed annually at the Council Budget Meeting.

CANCELLATIONS

20. Any cancellations of bookings must be notified to the Parish Clerk, otherwise a charge may still be levied (if applicable).
21. A hirer wishing to cancel a one-off session in a block period must give 48 hours' notice by text (07721 746872) or by e-mail. Late notice of cancellation and/or no-show will be charged (if applicable).
22. The Parish Council reserves the right to cancel a booked period or periods of a block hire, giving such notice as is reasonable practicable, or immediately in the event of non-payment.
23. A hirer wishing to cancel the remaining number of his booked periods of block hire must give at least 30 days' notice in writing to the Parish Clerk.

EQUIPMENT

24. Any posts, goals, tennis nets, etc are to be used for their intended purpose only. All safety guidelines must be obeyed at all times.
25. It is the hirer's responsibility to ensure that appropriate footwear is worn for the surface and for the weather conditions. The Parish Council will not be responsible for slips or falls caused by inappropriate footwear being worn.
26. The Tennis Club shall provide and maintain all fixtures and fittings used for tennis (posts, nets, etc.).

FLOODLIGHTS

27. The floodlights are operated by tokens inserted into a box inside the MUGA.
28. Tokens may be purchased from David Saunders, 15 Walnut Tree Road, Pirton (01462-712263).
29. Each token gives 1 hour of light and is charged at the current rate. Users should ensure they have a torch or other external light source available in case the time expires. The cost of the tokens is over and above any hire charges.

CAR PARKING

30. Hirers of the MUGA are entitled to use the PSSC car park – no cars are to be taken onto the grass at any time. Pirton Sports and Social Club and the Parish Council accept no responsibility for any vehicles parked at the Recreation Ground.

REFUNDS/CREDITS

31. Any refunds due will be made by cheque or BACS transfer on a monthly in-arrears basis. Where payment is on a month-by-month basis, refunds may be credited against the subsequent monthly payment.

REJECTION OF APPLICATION

32. The Parish Council reserves the right to refuse or reject any application for hire.

SECURITY

33. Access to the MUGA is via a coded padlock. It is the hirer's responsibility to ensure that the gate is closed and the padlock is securely locked after use.

PIRTON TENNIS CLUB

34. Tennis Club members may use the MUGA freely within the allocated Tennis Club time slots, as per the 'MUGA Usage Schedule'. The Tennis Club will control all such bookings for its members using a web-based system.
35. Tennis Club Members may use the courts free of charge outside of the Tennis Club's allocated time slots. Such bookings should be made through the Parish Clerk and may not be made more than 14 days in advance (to give the public every opportunity to book the courts).
36. Apart from free use of the MUGA during the Tennis Club designated time slots, all other conditions of use apply equally to Tennis Club members as to other hirers of the facility.
37. The Tennis Club will be invoiced biannually (on 1st April and 1st October each year) for their hire of the MUGA during the agreed designated time slots.
38. Payment will be made within 15 days of the date of issue of the invoice.
39. The Parish Council will give the Tennis Club at least 30 days' written notice of any variation to this arrangement.
40. Should another Club be formed or start using the courts regularly, their charges shall be proportionate to their usage and to those paid by the Tennis Club for maintenance and to the Sinking Fund (Project Pot). Charges to the Tennis Club shall be reduced accordingly.

Parish Clerk:
Edward Roberts, 36 Heathfield Road, Hitchin, SG5 1TB
Telephone: 01462 431434
E-mail: parishclerk@pirtonparishcouncil.org.uk