

Ducklington Parish Council MUGA Hire Use Policy

This policy outlines the terms and conditions for the hire and use of the Multi-Use Games Area (MUGA) at Ducklington for private bookings. By booking the MUGA, the hirer agrees to abide by all terms and conditions set out below.

1. Booking and Payment:

- **Hourly Rate:** The hire charge for floodlit use of the MUGA is £20.00 per hour.
- **Booking Procedure:** All bookings must be made in advance through the Parish Clerk: clerk@ducklingtonparishcouncil.gov.uk. Bookings are subject to availability.
- **Payment:** Full payment for the hire period is required at the time of booking to confirm the reservation. Payment methods accepted are bank transfer or cheque payable to Ducklington Parish Council.
- **Last Booking Time:** The last booking slot for the MUGA is 9:00 pm. All activities must cease, and the facility must be vacated by 10:00 pm.

2. Key Collection and Return:

- **Key Collection:** Upon confirmation of booking and receipt of payment, details for key collection will be provided. Keys must be collected from the Parish Clerk.
- **Key Return:** The key must be returned to the Parish Clerk immediately at the end of the booked session. Failure to return the key promptly may result in a charge for a lost key or an additional hire charge if the delay impacts subsequent bookings.

3. Permitted Use:

- The MUGA is designed for football, basketball, netball, and general recreational play.
- Only non-marking footwear is permitted on the playing surface.
- The hirer is responsible for ensuring that all users adhere to safe practices and use the equipment appropriately.

4. Prohibited Activities:

- The following activities are strictly prohibited on the MUGA:
 - Smoking or vaping.
 - Consumption of alcohol or illegal substances.
 - Glass bottles or containers.
 - Dogs or other animals (unless specifically agreed for an assistance animal).
 - Bicycles, scooters, skateboards, or similar wheeled conveyances (unless part of a pre-approved organised activity).
 - Fires, barbecues, or any form of pyrotechnics.
 - Loud music or excessive noise that may disturb neighbouring residents.
 - Any activity that may damage the playing surface or surrounding fencing.

5. Hirer Responsibilities:

- **Supervision:** The hirer is responsible for the adequate supervision of all participants, particularly children under the age of 16.
- **Safety:** The hirer must ensure the safety of all users during the hire period. This includes checking the facility for any obvious hazards before use. Any defects or concerns must be reported to the Parish Council immediately.
- **Damage:** The hirer is responsible for any damage caused to the MUGA facility, equipment, or surrounding areas during their booking period, beyond normal wear and tear. The cost of repair or replacement will be charged to the hirer.
- **Cleanliness:** The hirer must ensure the MUGA is left clean and tidy at the end of their session, with all litter removed. Failure to do so may result in a cleaning charge.
- **Emergencies:** In case of an emergency, the hirer should call 999.
- **First Aid:** The Parish Council does not provide first aid cover. It is the hirer's responsibility to ensure appropriate first aid provisions are in place for their group.

6. Floodlights:

- Floodlights are included in the £20 per hour hire charge.
- Instructions for operating the floodlights will be provided upon key collection.
- Floodlights must be switched off at the end of the session.

7. Cancellations and Refunds:

- Cancellations made with more than 24 hours notice will receive a full refund.
- Cancellations made with less than 24 hours notice may incur a cancellation fee or result in no refund, at the discretion of the Parish Council.
- In the event that the Parish Council has to cancel a booking due to unforeseen circumstances (e.g., severe weather, facility maintenance), a full refund or alternative booking slot will be offered.

8. Liability:

- Ducklington Parish Council accepts no responsibility for any loss, damage, or injury sustained by individuals using the MUGA, unless directly caused by the negligence of the Parish Council.
- Hirers are advised to have their own public liability insurance in place if they are organising a formal activity or event.

9. General Terms:

- The Parish Council reserves the right to refuse or cancel any booking at its discretion.
- The Parish Council reserves the right to amend this policy at any time. Hirers will be notified of any significant changes.
- Failure to comply with these terms and conditions may result in the refusal of future bookings and/or additional charges.

Contact Information:

For bookings and enquiries, please contact:

The Parish Clerk: clerk@ducklingtonparishcouncil.gov.uk

By proceeding with a booking, you confirm that you have read, understood, and agree to abide by the terms and conditions outlined in this Ducklington Parish Council MUGA Hire Use Policy.