

Please sign and return with payment / Please retain for your records

Yealmpton Community Association

Community and Resource Centre
Stray Park,
Yealmpton
PL8 2HF
www.yealmpton.org



Yealmpton Community Association (YCA) Multi Use Games Area (MUGA) - Booking Form

Hirer's Details

Name of Hirer;	Organisation/Private;
Address;	
Email;	Mobile (this will be the number which allows you access to the MUGA);
Session Day/Date;	Activity (eg netball, tennis, football etc);
Session Price; £5.00 per session	Session Total; £
Full payment accompanied by this form, signed and dated secures your booking request. Please note your booking is not confirmed until you have heard back from the YCA Bookings Administrator. Cheques made payable to Yealmpton Community Association. Cash to be clearly labelled in a sealed envelope. These can be placed in the secure YCA Postbox – outside the YCA main door. The Co-Operative Bank – Yealmpton Community Association Account No. 65673126 Sort Code 08-92-99. Your payment reference must be the surname of the person making the booking.	

Please circle the session time you require;

Weekdays Term Time

5.30pm – 6.30pm 6.30pm – 7.30pm* 7.30pm – 9.00pm*

All Other Days

8.30am – 9.30am 9.30am – 10.30am 10.30am – 11.30am 11.30am – 12.30pm

12.30pm – 1.30pm 1.30pm – 2.30pm 2.30pm – 3.30pm 3.30pm – 4.30pm

4.30pm – 5.30pm 5.30pm - 6.30pm 6.30pm – 7.30pm* 7.30pm – 9.00pm*

**These session are only available during British Summer Time*

Please Note: You may need time to setup and clear away any equipment used and this must be completed within your session time

THE HIRER AGREES with the Community Association to observe and perform provisions and stipulations contained or referred to in the Associations 'Conditions of Hire' currently in force (on the reverse of this form) together with any special conditions as set out above and agree to abide by them:

Signature of Hirer: **Date:**

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CONDITIONS OF HIRE - MULTI USE GAMES AREA (MUGA)

For the purposes of these conditions, the term HIRER shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative.

1. Who can hire the MUGA and for what use?

- 1.1 The MUGA can be hired by anyone who is aged 18 or over at the time of booking. The person signing the booking form is deemed to be the 'person in charge'. The Hirer will remain, and be responsible for, the supervision and care of the facilities hired, their fabric and contents, during the period of hiring and the behaviour and conduct of anyone allowed entry to the MUGA
- 1.2 The Hirer shall not use the MUGA facilities for any purpose other than that described in the hiring agreement and shall not sub-let the premises. They shall not do, or bring onto the premises anything which may endanger the premises. Hirers using the facility do so at their own risk.
- 1.3 The MUGA shall be available for use from 5.30pm to 9pm (or dusk whichever is earlier) on weekdays during term time and from 8.30 am to 9pm (or dusk whichever is earlier) on all other days, last booking is 7.30pm and must finish by 9pm or dusk whichever is earlier.

2. Booking

- 2.1 The MUGA is to be hired on an hourly basis.
- 2.2 Arrangements for a regular 'contract' booking may be made by contacting the YCA directly. The Hirer will be required to complete a booking form and to sign to accept these Conditions of Hire. The Hirer will be invoiced monthly for such contract bookings.
- 2.3 'One-off' bookings may also be made in person, writing, telephone, by email or online. Your booking is not confirmed until you have received notification from the YCA at which time payment is due. The Hirer shall be required to complete a booking form and to sign to accept these Conditions of Hire.
- 2.4 Bookings must be made at the latest by 11.30am on Friday for that afternoon, Saturday, Sunday, Monday and Tuesday (am) and by 13.00pm on Tuesday for that afternoon, Wednesday, Thursday and Friday (am).
- 2.5 All Hirers will be required to give notice to cancel their booking by the deadlines for bookings set out above or they will be charged.
- 2.6 The YCA reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the Hirer, any unused payment will be returned.

3. Damage to venue and inconvenience to neighbours

- 3.1 The Hirer will be responsible for the supervision and care of all users of the MUGA area during the session. The Hirer will be responsible for supervising the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements. Vehicles are left at the owners risk.
- 3.2 The Hirer shall notify and indemnify the YCA for the cost of repair of any damage done to any part of the MUGA or of any associated equipment, which may occur as a result of use during the session.
- 3.3 Hirers using the MUGA are required to ensure that noise levels and inconvenience to our neighbours is kept to a minimum. Music may not to be played.

4. General conditions

- 4.1 The Hirer shall ensure that clean soft soled footwear is worn at all times by those using the MUGA. The wearing of boots with studs, spikes or blades is strictly prohibited.
- 4.2 The Hirer shall ensure that no animals are brought onto the MUGA area.
- 4.3 No food or chewing gum shall be consumed on the MUGA and the Drinking of alcohol is prohibited.
- 4.4 The Hirer will be responsible for providing their own first-aid cover.
- 4.5 In the event of the MUGA or any part thereof being rendered unfit for the use for which it has been hired, the YCA shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- 4.6 At the end of the hiring, the Hirer shall be responsible for leaving the premises in a clean and tidy condition and any equipment is returned to the store and the entry gate is shut.
- 4.7 All Hirers must ensure that they vacate the MUGA at the stated hired time to allow other hirers to access the facility at their allotted time.

The booking of the MUGA by the Hirer indicates acceptance of all of the above conditions of hire. These conditions may not be varied in any way.

Any breach of these conditions will result in refusal to permit the Hirer to make any future bookings for the use of the MUGA facility. The YCA reserves the right to make alterations to any of the Conditions of Hire from time to time and at its own discretion.