

Kirkhill District Amenities Association

Kirkhill MUGA booking and hiring procedures

Kirkhill MUGA is a multi use games area 18m x 36m with an all-weather sand-filled grass surface and floodlighting. It is lined for football, basketball and tennis. It has recess goals, rebound fencing with additional rebound board for hockey/shinty, basketball nets and mobile tennis nets. Changing rooms with showers are available in the hall. There is ample parking.

Facilities for Hire

The hire includes use of the MUGA for approved activities and access to the changing rooms and toilets. Use of the floodlights and showers is at extra charge.

Approved activities

The use of the MUGA for activities is by approval of the bookings secretary. This is to maintain the court in good condition and avoid damage to the surface and fences. Approved activities include:

- Football
- Tennis
- Shinty
- Hockey
- Basketball
- Fitness training

Booking

The booking secretary is Ken MacDonald, Brannahuie, Inchmore, Inverness IV5 7PX.

Tel: 01463 831479 (after 6pm weekdays).

Email: kennethmacdonald@btinternet.com

- All bookings should be made through the booking secretary
- **Bookings should be made ahead of need. Later bookings cannot be guaranteed.**
- All hirers are required to sign a booking form and agree to the terms and conditions of hire.
- Hirers make all bookings with the bookings secretary who will maintain a calendar of bookings.
- Block booked sessions will be posted on the notice board at the hall and posted on www.kirkhillandbunchrew.org.uk
- Sessions can be booked in periods of 30 minutes.

Block bookings

Regular users will require to make block bookings. Allocation of time slots is at the discretion of the bookings secretary. Hirers making block bookings will sign a bookings form and terms and conditions at the beginning of the let period. No period will be in excess of one year.

At the discretion of the booking secretary 60% of the total fee may be requested at time of booking and 40% at mid-term of booking. Otherwise, hirers will be invoiced monthly in arrears.

Single bookings/tennis

The Kirkhill District Amenities Association is a charity registered in Scotland,

Kirkhill District Amenities Association

Single bookings for group use or for tennis will be made with the booking secretary. A booking form including signed agreement to the terms and conditions of let will be completed on the first booking. Payment must be made to the booking secretary within 24 hours of the hire. Regular hirers of the hall will be invoiced monthly in arrears.

Access

Access to the MUGA is by gate key. Changing rooms and showers are available with door key. The floodlight switch is in the changing room and has a key switch. A secure key box with a combination code is positioned at the court and holds all the keys. Hirers will be informed of the code on booking. The combination will be changed fortnightly. Regular hirers will be informed of combination changes by text or email.

Any hirer not replacing keys in the box at the end of the let may be charged a fee of £10 at the discretion of the booking secretary.

Floodlights

If using the floodlights please check whether there is another user coming onto the court before you switch off the lights otherwise a delay of up to 15 minutes may occur before the lights can be turned back on.

Care of facilities

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

- 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 and lock the gate after use
- DO turn off the floodlights and lock the hall

Kirkhill District Amenities Association

MUGA Tariff 2012

Category	Charge per hour
Junior group/club	£5
Adult group/club	£5
For profit (commercial) hire	£7.50
Tennis *	£4
Floodlighting	No charge
Showers	£5
Changing room	No charge

Juniors are under 18s

Adults are over 18s

Tennis tariff is for up to 4 players only. Annual tennis membership is also available, see tennis membership form.

Kirkhill District Amenities Association

Booking Form

Post to: Sandra Hogg, Rhuallan, Drumchardine, Kirkhill, Inverness IV5 7PX

Email: rhuallan@gmail.com

Name of Hirer responsible for booking and payment:

--

Name of organisation/club/league:

--

Sports/Activity :

Football/shinty/hockey/basketball/tennis/training*

Other (please specify)

--

Category of hirer:

Junior/adult/for-profit *

*delete as appropriate

Address of Hirer:

Address 1	
Address 2	
Address 3	
Postcode	

Telephone(day)	
Telephone (eve)	
Mobile*	
Email*	

*Please give mobile number or email if possible as these methods will be used to inform you of changes to combination codes for the key storage box.

Booking Requirements (please tick)

MUGA (including changing rooms)	
Floodlights (additional charge)	
Showers (additional charge)	

Block bookings

Start date	
End date	
Start time	
End time	

Single bookings

Date	
Start time	
End time	

Office use only			
Facility	Hours	Tariff	Total £
MUGA			
Floodlights			
Showers			
		Total due	
		Deposit	
		Balance	

For block bookings 60% may be requested at time of booking and 40% at mid-term of booking

Terms and conditions:

I have read and agree to the terms and conditions of hire of the KDAA multi use games area (MUGA) and associated facilities.

Signed:

--

The Kirkhill District Amenities Association is a charity registered in Scotland,

No. SC012797

Kirkhill District Amenities Association

Terms and conditions of hire of 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 bookings secretary should be consulted.

1. Age

Hirers shall be persons over the age of 18 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 Kirkhill District Amenities Association (KDAA) 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 the ground staff or any other officials appointed by the KDAA. The hirers will be jointly liable for any damage caused to the pitch, equipment, building, fences or any other of the KDAA'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. no washing of boots in showers, kicking of footballs in buildings or leaving litter e.g. drinks cans, sweet wrappers etc. No glass bottles or glass in any other form must be taken into the changing facilities or on the sports pitch. It's important the surface is kept in good condition to extend its life.

5. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority and KDAA's Fire Risk Assessment.

6. End of hire

The premises and changing accommodation 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 otherwise the KDAA shall be at liberty to make an additional charge.

7. Cancellation

- a. The KDAA 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. We reserve the right to close any pitch or ground during any day or days on which it has been let. We 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 KDAA.
 - ii. The match is cancelled due to unsafe playing conditions by the KDAA 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 the KDAA.

The Kirkhill District Amenities Association is a charity registered in Scotland,

Kirkhill District Amenities Association

8. Child protection

The KDAA subscribes to the principles of child protection promoted by the Highland Child Protection Committee and takes account of guidance issued by that Committee. 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.

9. Equal opportunities

All Hirers must comply with the KDAA'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.

10. 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 the KDAA management committee, their employees, volunteers, agents or invitees 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 the KDAA committee, their employees, volunteers, agents or invitees 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 each member of the KDAA management committee and the KDAA's employees, volunteers, agents and invitees against such liabilities.

(b) The KDAA shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The KDAA shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the KDAA management committee and the KDAA's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the KDAA does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the MUGA booking secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the booking secretary to rehire the premises to another hirer.

The KDAA is insured against any claims arising out of its **own** negligence.

11. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to a member of the hall management committee as soon as possible. Any failure of equipment belonging to the KDAA must also be reported as soon as possible.

12. Alcohol

No alcohol shall be brought into the grounds except by permission of the KDAA in writing.

13. Stored equipment

The KDAA accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.

14. 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 the KDAA may have against the hirer.