Bishop's Cleeve
Parish Council

Tele: 01242 674440 email: admin@bishopscleeveparishcouncil.gov.uk

Premises Booking Form for MUGA with effect from April 2026

Responsible Adult:	
Team Name/Business*:	
Age of Team:	

The responsible adult must be present throughout the booking period and be over 21 ***Please use a separate form for each team**

Address:	
Contact number:	
Email address:	

A risk assessment and proof of Public Liability must be submitted prior to your booking being confirmed. Advice and guidance on completion of Risk Assessments is available from www.hse.gov.uk

Please note that 3 working days' notice must be given. Bookings with less than 3 working days' notice may not be able to be accommodated. ONLY 8 BOOKINGS PER FORM.

No credits will be issued unless games are called off due to the ground being unplayable at the discretion of the Council.

No late bookings can be accepted and no booking is confirmed until an email confirmation has been sent.

I wish to book:

Sport	Day/date	Time from	Time to	Total hours

Contact number for out of hours: 07588744987



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Fees payable

Facility	Cost per hour (*includes VAT)	Total booked hours	Total Payable
Tennis	£7.35		
Basketball/Whole MUGA	£33.60		
Netball	£16.80		

Public Liability Insurance

Name of insurance company and Policy number:

I have read and agree to abide by the current Terms and Conditions. The most up to date version can be found on the councils website.
A Risk Assessment and proof of Public Liability is attached with this booking form.

An invoice will be sent to you when your booking has been confirmed. Please ensure that your invoice is paid to us prior to the commencement of your booking unless you have an authorised account with us. All Payments must be made by BACS unless expressly agreed by the Council in advance.

Signed:

Date:

Privacy Policy
Please see the Council's Privacy Policy at the end of the Terms and Condition below and on the Council's website.

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BISHOP'S CLEEVE PARISH COUNCIL MUGA

TERMS & CONDITIONS OF HIRE

Please read the Terms and Conditions of hire document before completing the booking form.

Once you have completed the booking form you will have accepted the Terms and Conditions

Booking, Payment & Refunds

Hire of the MUGA is conditional on the Terms and Conditions having been read, accepted, the booking form completed, and the relevant fee paid. Bookings will not be confirmed until the booking form and relevant payment has been received. Provisional bookings will be held for a period of 7 days and if the completed form and relevant payment is not received within this timescale the booking may be released without further notice. Regular bookers must ensure that their booking form is received prior to the end of their previously booked period as reminders will not be sent and the reserved MUGA slot may be offered to those waiting as there is high demand for the facility.

1. Bookings will only be accepted from persons 21 years of age or over. The Hirer is the Responsible Person.
2. The Hirer is the person completing the booking form and the person responsible for compliance with the Terms and Conditions. This person must be present for the duration of the booking.
3. The facility is available to all members of the public regardless of age (provided the Hirer is over 21 years), race, religion, disability etc.
4. Public Liability Insurance details must be given to the Parish Council for all registered teams and businesses.
5. The Hirer shall indemnify the Council against any accidents or injuries arising from the use of the MUGA
6. Bookings may take place between 8am and 9.30pm.
7. The facility must not be used for any purpose that may, in the opinion of the Council, bring the Council in to disrepute.
8. The facility must not be used for unlawful purposes.
9. The facility must not be sub-let.
10. The Hirer is responsible for the observance of all regulations as stipulated by the Fire Authority, the Local Authority, planning conditions, Magistrates and Bishop's Cleeve Parish Council.
11. Payment must be made at the time of booking unless you are a regular hirer with a pre-agreed invoice account.
12. No booking is to be considered as made until a confirmation email is received by the Hirer.
13. The Hirer is responsible for ensuring that the facility is suitable for purpose as no refunds will be given once a confirmation email is sent.
14. There is no access before the time stated on the booking form. Time for setting up and clearing away must be included within the booked time. Any unauthorised overrun will be charged for.
15. Hirers use the facility at their own risk. The Council accepts no responsibility for loss or damage to the Hirer's or other person's property, howsoever caused.
16. The facility should be left secure, clean and tidy. The Parish Council reserves the right to levy a charge to

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cover costs for any additional cleaning costs.

17. The Hirer must provide adequate adult supervision during the full period of the hire for children and youth events.
18. Payment must be made by Bank Transfer on receipt of your invoice. You must inform the Accounts Officer on accounts@bishopscleeveparishcouncil.gov.uk that the transfer has been made so that your booking can be confirmed. The Bank details are: Lloyds – Account No: 01756898 Sort Code: 30-95-72. Please quote your invoice number.
19. Booking forms may be returned by email, however the Hirer is deemed to accept the Terms and Conditions, even though an authentic signature may not be present.
20. A full refund of the hire payment is only available when the booking is cancelled by the Council or in exceptional weather at the Council's discretion.
21. The Council reserves the right to cancel or refuse to accept any bookings.
22. The Council shall not be responsible for any resulting loss or damage in the event of the facility being rendered unfit for the use for which it has been hired.

For your Safety

23. The Hirer is responsible for the Health and Safety and actions of all members, guests and their visitors during the period of the hire.
24. The Hirer of the MUGA must carry out a facility inspection prior to commencement of play.
25. The Hirer must comply with all Health and Safety signs and regulations and be aware of the evacuation procedures, the locality of the Fire Escape routes, fire assembly point, fire alarm panel, the fire alarm call points, and make all other persons aware of this emergency information.
26. Fire exit doors and escape routes must be kept clear at all times. The fire assembly point is at the entrance to the building and is clearly signed.
27. Pyrotechnics or highly flammable substances must not be brought into the facility
28. No heating appliances should be brought onto the facility.
29. First Aid including the provision of a First Aid kit is the hirers responsibility.
30. All first aid incidents need to be reported to the office
31. No Food on the facilities

Access and Parking

32. Parking is available at the front of the Pavilion. The car park at Bishop's Cleeve Football Club is currently closed. Please do not park on Kayte Lane or in the Cemetery. Users are asked to park responsibly at all times.

Care of the Facility

33. It is not permitted to smoke within the facility.
34. Users are not permitted to fix anything to the fencing of the facility without the prior written consent of the Council.
35. Animals, including dogs, are not allowed anywhere on the site at any time except for guide dogs.
36. Naked flames are not permitted in any part of the facility.

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37. Appropriate clean footwear must be warn.

38. Boot bars are provided at the entrance to the Astro and should be used prior to entry.

Indemnity

39. The Hirer shall be liable for the cost of repair of any damage, including accidental and malicious damage, done to any part of the premises, including contents, during the period of hire, however slight. Any damage must be reported to the Parish Office. The Hirer shall be invoiced and pay to the Council the cost of repair.

General Data Processing Regulations 2018

40. Bishop's Cleeve Parish Council uses personal data for the sole purposes of managing its facilities, its bookings and finances and to notify Users of any information that may be relevant to their hire. The Council will never share your data with any third party by any means, including verbally, in writing or by electronic means, without your specific consent in writing. Your data may be retained for up to 7 years for accounts purposes and for longer if required by the Council's Insurers. If you would like to find out about how we use your personal data or want to see a copy of the information that we hold about you, please contact the Clerk to the Council on clerk@bishopscleeveparishcouncil.gov.uk You may request your data is removed from our files at any time by contacting the Clerk on the above email address. You will receive confirmation when it has been deleted.