



## **Letting Agreement for use of the Multi Use Games Area (MUGA)**

---

The MUGA, when hired will always be left in the care of a named responsible person nominated by the hirer. The named responsible person must understand and undertake to abide by the following conditions:

### **Before the Letting**

1. The booking form must be completed and returned to school at least 10 working days before the hire.
2. Unless the hirer can produce their own insurance certificate a surcharge of 10% will be added to the hiring fee to provide insurance through the local authority.

### **On Arrival**

1. Hirers are recommended to use the Trumpington Park and Ride car park. Access to the school MUGA will be through the staff car park – located in front of the pitch – and directly on the left as you exit from the footpath running in front of the John Lewis offices. No access will be available through the school.
2. Parking is also available in the school car park, but during site construction, and until the road adjacent to the school has been adopted by the Council, it is recommended that the Park and Ride be used as the prime parking facility.
3. The school accepts no liability for damage to cars, bikes or belongings.
4. The pitch will be open, and the floodlights on – as needed.
5. Access to the changing rooms will be permitted, these too will be open on arrival.
6. On arrival, the hirer should check that the area is safe – free from slip or trip hazards and debris on the pitch. Should any damage be observed, it is the hirer's responsibility to report the issue as soon as possible, and a contact number will be given to the hirer for this purpose.
7. If the let follows another session, consideration should be given to those already on the pitch, so that their full time allocation can be taken. Please only enter the pitch when it is your time to do so.

### **During The Letting**

1. The hirer is responsible for all first aid needs during the let, the school and governors hold no responsibility for any accident or injury to persons or property.



2. The hirer should ensure a fully charged mobile phone is on site for the duration of the letting to summon help in the event of an emergency and that you know how to raise the alarm in the case of fire, police or ambulance emergency services being needed.

The school details are:

Trumpington Meadows Primary School  
Kestrel Rise  
Trumpington  
Cambridge, CB2 9AY  
**Tel: 01223 840299**  
**Emergency mobile: 07553 618208**

3. To ensure all persons on the school premises behave properly at all times.

4. To ensure that the MUGA is kept clean, and free of litter. **The named person is wholly responsible for any damage to school property. Should any damage occur, the hirer is responsible to pay the costs for repair of that damage.**

7. To ensure that all persons abide by the no smoking policy that covers both buildings and grounds.

8. To ensure noise levels are kept to a reasonable level so as not to disturb the neighbours.

9. To vacate the premises by the agreed time – the pitch may have multiple lets in an evening, it is therefore important that hirers are considerate to those attending the sessions running after theirs.

**Before Leaving**

1. To ensure the premises are left in a clean and proper state.

2. To ensure the MUGA is left clean and tidy and that all rubbish is removed from the site.

**After the Letting**

1. Trumpington Meadows Primary have arranged for the pitch to be locked and checked at the end of every evening that the MUGA has been let.

2. If another club is to run a session after yours, please be considerate and leave promptly.

3. To inform the school the following working day of any damages, hazards, accidents or maintenance issues.



I \_\_\_\_\_ (print name) agree to act as the named person and abide by the conditions above.

Signed \_\_\_\_\_ (Named Responsible Person)

Date \_\_\_\_\_

Signed \_\_\_\_\_ (On behalf of the school)

Date \_\_\_\_\_

(Letting Agreement agreed by Governors )

**Trumpington Federation - Booking Form**

**Trumpington Meadows Primary**

<b>Hirer's name</b>			
<b>Hirer's/Business Address</b>			
<b>Telephone number</b>			
<b>Email address (booking confirmation will be sent)</b>			
<b>Type or name of activity</b>			
<b>Start date</b>			
<b>End date (only needed for 10-14 week bookings)</b>			
<b>Time (must be on the hour or half past)</b>	From		Until



## **Section 1 - Base tariffs for the MUGA (Multi Use Games Area)**

- Band A is for local people wanting use socially between themselves.
- Band B is for local junior teams/clubs using it for training purposes.
- Band C is for local adult teams/clubs using it for training purposes.
- Band D is for businesses and commercial use

<i>Please tick</i>	<i>Type of booking</i>	<i>Band A Hourly rate</i>	<i>Band B Hourly rate</i>	<i>Band C Hourly rate</i>	<i>Band D Hourly rate</i>
	One off	£27.50	£25.00	£27.50	£35.00
	10-14 week block* (a school term)	£23.00	£20.00	£23.00	Please call
	40 weeks over one year** (Ideal for year round team training)	£20.00	£15.00	£18.00	Please call

**NB. Hirers Liability Insurance is included in the above charges.**

### **Also available (call for more details)**

Children's Football Birthday Parties - £90 for 2 hours including the coach (up to 20 kids)

Grass Football pitch + changing rooms - £30.00 per match up to 90 mins

*\*We also allow for one week to be skipped if the pitch is not needed but this can only be during a school holiday and must be included in the initial booking. Other than the advanced notice of a potential one week gap the rest of the weeks must be booked in a row*

*\*\*the pitch must be booked for at least 6 weeks in a row and you must stay at least two months ahead on your booking. For example we will need to know your July dates by the end of May*



## Section 2 – Insurance.

Please tick the appropriate box below.

		Cost
<input type="checkbox"/>	Cambridgeshire County Council insurance scheme	Inclusive to booking fee
<input type="checkbox"/>	I have arranged my own insurance and include copy along with my booking	10% off total lettings charge if you provide proof of your own insurance

### **Declaration:**

I have read and agree to abide by the Lettings Policy and Conditions of Hire  
 I understand that extra costs may be charged if the facilities are abused in any way.  
 I am covered by a valid public indemnity insurance policy, *(delete if not applicable)*  
 I have obtained the necessary licences *(delete if not applicable)*

Signed .....

Date .....

Enclosed is the sum of £..... which covers the above booking fee made payable to **'The Trumpington Federation'**

**Once completed and signed please return this form along with payment to our bookings team at, Trumpington Federation, PO Box 951, Cambridge, CB22 4AH.**