



Bouncy Castle Package Hire - Form 1 [of 3]

Hirer details	Name	
	Address	
	Contact No.	
	Email	

Unit booked	CVH Bouncy Castle 15' x 15' x 14'	
Date required		
Estimated No. of Guests	Children:	Adults:
Package required	BOUNCY CASTLE PACKAGE [1] CVH Bouncy Castle/Wiggle Cars + Use of kitchen £100	BOUNCY CASTLE PACKAGE [2] & BAR [Afternoon slots only] CVH Bouncy Castle/Wiggle Cars + Use of kitchen £120

Times Required [✓]			Other (MUST be agreed)
Party:	10am - 12noon	1.30 – 3.30pm	
Access:	9.30am	1.00pm	
Exit:	12.30pm	4.00pm	
Outside Providers i.e. decorations / balloons / disco / catering etc.	Must access within access & exit times unless times are agreed prior to the event Details:		

Other options (✓ if required)	CVH Music / PA Use of Bluetooth for own or CVH playlist		Disco Lights	
	Kitchen Included in package		Buffet tables Set up in supper room area	

Table Linen Hire: £3.50 per tablecloth hire. Black or white.	No. tablecloths required:	Cost: £
Chair / Sash Covers Hire: For hire, various colours. Quote on request.	No. seat covers required:	Cost: £

<p>50% Deposit to be paid on booking to secure booking.</p> <p>Balance to be paid by one week before event.</p> <ul style="list-style-type: none"> Make Cheques payable to Coxhoe Village Hall Association Bank Transfers - Sort code: 60-83-01 Acct: 20452191 - Coxhoe Village Hall Association Payment can be made by Card or payment link on request or by visiting the Hall. 	Total cost: £
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<p>Signature of Hirer <i>includes agreement to the BC Terms and Conditions on pages 2&3 and Standard Hire Terms & Conditions on pages 4 &5</i></p>	<p>Signature of acceptance by Coxhoe Village Hall</p>
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Bouncy Castle HIRE AGREEMENT [Terms & Conditions]

Bouncy castles are a great way to add excitement to any party. They provide hours of fun for children and adults alike. However, before your hired bouncy castle (or other play inflatable) is used, be sure that you have read the terms and conditions of hire in order to protect users and keep them safe. The last thing you want is for your party's guests or your child getting hurt because you were unaware of the do's and don'ts!

When hiring an inflatable from us, we will provide you a quality unit, but in return expect you as the customer to follow reasonable safety guidelines when using the inflatable to ensure that there are no accidents or problems. Please read the following guidelines thoroughly and retain for your information. You will be expected to ensure it is followed throughout the period of your hire. At the start of your event, we will supply you with an additional copy, which we will ask you to sign for our records.

1. Inflatable should be erected on a smooth surface free of sharp or rough objects. There should be a minimum of 1 metre space on all sides of the inflatable. Our delivery staff will install the inflatable for you.
2. The generator will be placed so as not to cause an obstruction or trip hazard. Children should not be allowed in the area of the generator.
3. Inflatables are fixed to the ground using metal pegs or sandbags and these can be a trip hazard therefore care should be taken in these areas.
4. Once installed inflatable should not be moved.
5. Do not enter inflatable until it is fully inflated.
6. All shoes, footwear, and spectacles must be removed before entering inflatable.
7. Children should be supervised at all times when on the inflatable.
8. Our inflatables are designed for children up to the age of 15 years old.
9. Children spectating or waiting to enter should stay clear of the very front of the inflatable. You should not let anyone bounce on the safety step in front of you. A child could bounce off it and get hurt. This step helps users get on and off the steps.
10. Do not allow too many participants on the inflatable at once.
11. Small children should not be on the inflatable with larger children at the same time.
12. Please ensure no sharp objects are taken on to the inflatable
13. Users should be appropriately dressed. They can't let anything fall out of their pockets.
14. Children must not: attempt somersaults, climb on or bounce the walls, kick, rough play or wrestle.
15. Strictly no food, chewing gum, drink, glasses, etc. to be taken on the inflatable.
16. Smoking should not be permitted in or around the inflatable.
17. The electric generator and power connections should either be covered or under shelter in the event of rain if being used outdoors.
18. You must ensure that you do not allow anyone with neck or back problems to use the Bouncy Castle. Indeed, any child who feels unwell should not use the inflatable.
19. In the event of damage to the inflatable due to inappropriate use or malicious acts the hirer will be responsible for the cost of repair.
20. A cleaning charge will be made to the hirer in the event that restricted items, mentioned above, are taken on to the inflatable, or the inflatable is returned in a condition beyond what would be expected from normal use.

21. Coxhoe Village Hall Association holds Public Liability Insurance, which indemnifies the Village Hall only and not the hirer. We shall ensure that our equipment is properly maintained and erected in a safe and proper manner.
22. It is the responsibility of the hirer to follow these rules and ensure that there is satisfactory supervision while the equipment is being used. All persons who use this Bouncy Castle are responsible for their own safety.
23. Should the hirer wish, adequate Public Liability Insurance may be available through the insurance company used for your normal home insurance, for the period of hire.

Please be vigilant and sensible but above all be safe and have fun.

MEMBER OF BIHA (BRITISH INFLATABLE HIRERS ASSOCIATION)

By signing this agreement on page 1 you are accepting all of the Bouncy Castle Terms and Conditions shown on pages 3 & 4

Coxhoe Village Hall Standard Hire Agreement and Conditions of Hire **Registered Charity Number 520763**

These standard conditions apply to all hiring of the village hall. If the hirer is in any doubt as to the meaning of the following, the Hall Secretary should immediately be consulted.

1. **Supervision:** The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
2. **Cleaning:** After use the Hirer shall carry out basic cleaning e.g. wipe tables, sweep floor, clean kitchen, bag rubbish.
3. **Use of Premises:** The Hirer shall not use the premises for any 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 way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
4. **Gaming, Betting and Lotteries:** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. **Licences:** The Hirer shall ensure that the Village Hall holds a Performing Rights Society Licence and Phonographic Performance Ltd Licence which permit the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence or the Village Hall holds it.
6. **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, the Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children.
 - (a) The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment. (see diagram on information board)
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - (b) In advance of an entertainment or play the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.
7. **Means of Escape:** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
8. **Outbreaks of Fire:** The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee.
9. **Health and Hygiene:** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are not provided with a refrigerator and thermometer.
10. **Smoking:** The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.
11. **Electrical Appliance Safety:** The Hirer shall not permit any electrical appliances to be brought to the premises without prior permission from the committee. Where electrical appliances are permitted the hirer shall ensure that they are in good

working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

12. 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 village hall 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 village hall management 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 village hall management committee and the village hall's employees, volunteers, agents and invitees against such liabilities.**
- b) The village hall shall take out adequate insurance to insure the liabilities described in subclauses (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 village hall shall claim on its insurance for any liability of the Hirer hereunder **but the Hirer shall indemnify and keep indemnified each member of the village hall management committee and the village hall'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 village hall 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 village hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and its own negligence.

13. Accidents and Dangerous Occurrences: The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee as soon as possible and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

14. Explosives and Flammable Substances: The hirer shall ensure that (a) Highly flammable substances are not brought into, or used in any part of the premises and that (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

15. Heating: The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

16. Drunk and Disorderly Behaviour and Supply of Illegal Drugs: The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

17. Animals: The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

18. Compliance with the Children Act 1989: The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosing & Barring Service checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the village hall management committee with a copy of their DBS check and Child Protection Policy on request.

19. Fly Posting: The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Village Hall's management committee accordingly against all

By signing this agreement on page 1 you are accepting all of the Terms and Conditions shown on pages 5 & 6