

**INFLATABLE BOUNCY CASTLES
THE HIRE OF PARISH COUNCIL FACILITIES FOR CHILDRENS PARTIES WITH
INFLATABLE BOUNCY CASTLE**

HIRES WILL ONLY BE ACCEPTED IF HIRERS HAVE READ THE GUIDELINES WITHIN THIS INFORMATION LEAFLET AND SIGNED IN THE APPROPRIATE BOX THAT THEY UNDERSTAND THE GUIDELINES AND WILL FOLLOW THEM FOR THE DURATION OF THE HIRE PERIOD

INFORMATION AND OPERATING PROCEDURES FOR HIRERS

1. INFORMATION

1.1 The inflatable Bouncy Castle will be ready for use for the hire period; however the hirer will be responsible for the operational use of the unit for the hire period. Guidelines are listed below; the hirer must be fully acquainted with the guide lines and operating procedures. The duty officer will be available 15 minutes prior to the hire period to clarify any of the written guidelines.

2. SAFE OPERATION

2.1 The device must be under constant supervision and control by the hirer.

2.2 There should be enough responsible adults to control access in and out of the Bouncy Castle. It is particularly important that a responsible person, capable of exercising some authority over users especially children, supervises the use of equipment at all times.

2.3 The hirer should ensure that the users are admitted to the inflatable in a controlled and safe manner.

2.4 The hirer should;

a) Ensure that all users remove their footwear (except socks), and any other hard, sharp or dangerous objects from their person, such as buckles, pens, purses etc. Spectacles are best removed.

b) Not allow anyone to bounce on the stop/front apron. The step is to assist the users in getting on and off.

c) Not allow anyone to climb or hang on the outside walls.

d) Not allow users who are taller than the outside walls when standing on the inflated bouncing surface to use the device. The hirer must watch the activity on the inflatable constantly, keeping an eye on the safety and well being of all the users, particularly children, and especially the smaller, more timid ones. Rough horseplay should not be allowed.

e) It is the responsibility of the hirer to ensure that the equipment is not overloaded, thereby creating possible danger to the users. 6 children under 1.3 metres tall or 4 children 1.3 metres tall are allowed. No Children over 1.3m are allowed.

f) Larger more boisterous children should be segregated from smaller ones. The number of users at any one time should be limited to that figure which allows each user enough room to play safely.

3. OPERATIONAL PROBLEMS

3.1 If there appears to be any problems with the blower or the castle, the hirer must not attempt to rectify the problem.

4. ACCIDENT PROCEDURES

4.1 If there should be an accident involving injury to a child or adult, and there is any doubt concerning the seriousness of the injury or the treatment given then an ambulance or paramedic unit should be summoned as soon as possible. Where child users are involved, the parent or responsible adult who accompanied the child to the event should be contacted at once.

4.2 The hirer will have access to the telephone at the facility, for the purpose of contacting the emergency services.

4.3 The hirer is also responsible for ensuring that the injured user and other users are comforted and kept calm while the accident is being dealt with.

4.4 The Duty Officer must be informed as soon as possible in the event of any accident. Either at the time, or as soon after the accident as possible, a full note should be made of the circumstances of the accident and the names and addresses or telephone numbers of any independent witnesses should be taken. All this information should be written down in the 'Site Accident Book' and the Council's 'Report of Accident/Violence/Incident'.

I understand and agree to comply with the written information and operational procedure for the hire of the inflatable Bouncy Castle for the duration of the hire period.

Date of Hire				
Time of Hire	From	To
Facility				
Hirers Signature				
Hirers Contact Telephone number				