The West Hendred Village Hall

Legal & Safety Requirements for Using a Bouncy Castle in West Hendred Village Hall

Thank you for choosing to host your event in our village hall. If you plan to use a bouncy castle, please read carefully and follow the legal and safety requirements outlined below. These are based on UK Health & Safety Executive (HSE) guidance and best practices from village halls across the country.

Similar requirements apply to the use of other inflatable play equipment and soft play packages.

# Before the Event

1. Declaration of Use

* You must declare what equipment you intend to use at the time of booking.
* Bouncy castles, inflatable play equipment or soft play packages, are only permitted indoors, in designated areas with sufficient ceiling height and clearance from lighting or projectors. Unless otherwise arranged.

1. Insurance

* The village hall’s insurance does not cover the use of bouncy castles.
* Before the event you must provide a copy of the insurance policy certificate of the Hire Company supplying the equipment as proof of their public liability insurance (recommended minimum £5 million cover). If the Hire Company will also be supervising use of the bouncy castle you must provide proof of this too.
* If you (The Hirer) rather than the Hire Company will be supervising use of the equipment, this will not be covered by the Hire Company’s insurance. In this case you will be liable to pay damages in the event of a claim arising from any injury, and you must complete the liability disclaimer form available on our website.
* Only when copies of the Hire Company’s public liability insurance certificate, and your liability disclaimer form or proof that the Hire Company will be supervising use of the bouncy castle, have been received, will your booking be confirmed and invoiced.

1. Inspection & Certification

* The inflatable must have a valid PIPA tag, ADiPs Declaration of Compliance or similar documentation, showing it meets BS EN 14960 safety standards.
* The equipment must be inspected before use for damage, wear, or improper inflation. This inspection must take place between yourself and the Hire Company.

# Setup Requirements

* The inflatable must be:

1. - Set up by the Hire Company and left in the position in which they set it up
2. - Placed on a suitable floor covering to protect the hall floor from marks/damage.
3. - Positioned away from fire exits and overhead obstructions.
4. - Supplied with soft matting at all open sides.
5. - Inflated only by electrical blowers/compressors powered by the hall’s 240V supply.

* Electrical cables must be taped down or covered to prevent tripping.
* Extension cables and blowers/compressors must be PAT tested.

# Supervision & Use

* The bouncy castle must be supervised at all times by a responsible adult (18+).
* If the Hire Company staff are not themselves supervising use of the bouncy castle those supervising must adhere to all operating instructions provided by the Company. These need to include requirements to:

1. - Enforce age and size restrictions (e.g., under 10s only).
2. - Limit the number of users to the manufacturer’s recommendation.
3. - Group children by age or size to prevent collisions.
4. - Ensure no shoes, sharp objects, food, or drink are brought onto the inflatable.
5. - Prevent climbing on walls or rough play.

# Risk Assessment

* A risk assessment must be completed and available on-site. The Hire Company will be able to help you to prepare this.
* Key risks must include but not be limited to:

1. - Tripping over cables or blowers/compressors.
2. - Injury from overcrowding or unsupervised use.
3. - Deflation due to power failure or equipment fault.

# Important Notes

* The inflatable must be taken down immediately after the event ends.
* You must remain on site until the Hire Company has packed away all equipment
* Failure to comply with these requirements may result in cancellation of your booking or liability for any damages or injuries.

Version 1. Agreed by the Trustees of The West Hendred Village Hall on 9 October 2025