

RUCKLERS LANE (KINGS LANGLEY) COMMUNITY ASSOCIATION

Registered Charity No: 803665

Hire Conditions for use of Rucklers Lane Community Hall

If you intend to have a bouncy castle, please read pages 4-5

1	The Hall shall only be used during the times and for the purpose stated on the application form. Time taken to set up shall be included in the hire period. The maximum number of persons allowed in the Hall at any given time is 50 . This number <i>must not</i> be exceeded under any circumstances.
2	The current hire charge is £12.50 per hour, with a minimum charge of £37.50 (3 hours). Please ensure that the hire period includes time to get the Hall set up for use and for time to put the Hall back to the state it was initially and to clean the area (see point 14).
3	A deposit of £150 (preferably paid by BACS into the bank account for the Hall) must accompany the application and will be returned if the application is not accepted. The deposit of £150 will be refunded (preferably by BACS) as soon as practically possible, provided there is no retention under conditions 3 and/or 6. If the application is granted, the hire charge must be paid in full (preferably by BACS) at least FOURTEEN DAYS before the date of the function.
4	If the hirer cancels the booking before the hire charge is due, the deposit will be retained by the Rucklers Lane Community Association to cover any expenses and the remainder will be transferred (preferably by BACS) to the hirer. In the event of a cancellation within seven days of the function, the hirer will be liable to pay the full charge, but the deposit will be returned.
5	Rucklers Lane Community Association reserves the right, at any time, to cancel a booking before the date of hire, on return of the deposit, without payment by way of compensation, or otherwise.
6	The hirer shall be responsible for and make good, all or any damages, or breakage caused during the period of hire and shall reimburse Rucklers Lane Community Association for the cost of making good such damage or breakage. A responsible adult must be in attendance on the door throughout all functions.
7	The hirer is responsible for ensuring that the premises are left as clean and tidy as at the start of the hire. Prior agreement must be obtained before any food is taken into the Hall. All rubbish must be removed by the hirer and the Rucklers Lane Community Association reserves the right to retain the deposit of £150, or part thereof, to cover labour costs involved in cleaning up after a function.
8	<u>NO SMOKING, VAPING OR E-CIGARETTES ARE ALLOWED ON THESE PREMISES OR SURROUNDING GROUNDS</u> and it is the hirer's responsibility to ensure compliance.
9	The hirer will indemnify Rucklers Lane Community Association from and against all claims, of whatever nature, arising, or to arise, from the use, or hire, of the premises, or of any equipment/fixtures thereat.
10	No liability is accepted by, or on behalf of, Rucklers Lane Community Association for loss or damage to any property, person or thing, or fixtures or fittings therein, or use of

	the facilities provided by the Rucklers Lane Community Association during the period of hire or otherwise.
11	All events are to be finished by the following times: 11pm – Monday to Thursday; midnight – Friday and Saturday; 1030pm – Sunday.
12	When leaving the Hall, please bear in mind that, if you were the people living nearby, you would not wish to be disturbed. This is a polite and firm request that your function does not become rowdy or annoying to the neighbourhood.
13	The heating is automatic and has been set to give your function maximum comfort. Please do not try to make any adjustment, other than by the thermostatic valves on each of the radiators. <u>ANY INTERFERENCE WITH THE CENTRAL CONTROLLER COULD AFFECT THE COMFORT OF LATER HALL USERS AND THEREOF INTERFERENCE COULD RESULT IN THE LOSS OF YOUR DEPOSIT.</u>
14	In an emergency the following can be contacted: Nick Mills (Hall Caretaker/key holder) – 07702 684243 Alan Anderson (Hall Chairman/key holder) – 07803 247553 Simon Hicks (Hall Bookings/key holder) – 07391 850021 / 07986 986121
15	After the event has finished, please ensure that: <ol style="list-style-type: none"> 1. The toilets have been flushed and are clean. 2. All rubbish has been removed by the hirer. 3. All lights have been switched off. 4. The front door is locked. 5. Keys returned.

The hirer’s signature on the application form shall constitute acceptance of all these conditions.

[See page 3 for booking form and page 4-5 for bouncy castle policy.](#)

APPLICATION FORM (can also be completed and submitted electronically)

I/We wish to hire Rucklers Lane Community Hall on:-		Date:			
Type of function:					
Period required from		am/pm	to		am/pm
Number of persons attending				(MAXIMUM 50 persons)	
I/We agree to the terms and conditions relating to the hire of these premises and equipment, as set out in the "Conditions Relating to the Hire of Rucklers Lane Village Hall", a copy of which has been supplied to me, which I/We hereby acknowledge as having perused and understood.					
Name(s):			Organisation:		
Address:			Contact details:		

BACS DETAILS FOR DEPOSITS AND PAYMENTS (PREFERRED METHOD OF PAYMENT)
Sort Code: 09-01-53 & Account No.:36241909 (Business Account).
Account name: Rucklers Lane Community Association. If there are issues with your bank, then try this name instead: RUCKLERS LANE COMM ASSN & NO 1 ACC CHARITY 803665
e-mail address (preferred method of contact) for enquiries or electronic bookings: rucklerslanehall@gmail.com
Phone number for other enquiries (Simon Hicks, bookings) – 07391 850021
Please either submit the application form electronically to the e-mail address shown above (preferred method), or detach and return the completed application form to: 96 Rucklers Lane, Kings Langley, Herts, WD4 8AY. The Hall has an electronic lock on the front door which enable the hirer to access the Hall at the specified time by use of a unique code. The details will be sent by e-mail (from rucklerslanehall@gmail.com) a few days before the event.
PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE

Rucklers Lane Community Association – Bouncy Castle Policy

Summary

Rucklers Lane Community Association (RLCA) does not provide any insurance for the use of bouncy castles and our insurance Policy does not cover use of bouncy castles. RLCA is only responsible for advising hirers that they must put appropriate arrangements in place and cannot accept any responsibility in the event of any accident.

Responsibility

Insurance is required, and it is the responsibility of the hirer to make sure liability insurance is in place.

Conditions

When booking, the hirer must declare that they intend to have a bouncy castle. This declaration will imply a commitment to make sure that:

- **Public/Personal liability insurance will be provided either by the supplier or the hirer.**
- The bouncy castle will be always supervised by an adult (over 18).

At the point of booking hall hire, the hirer must confirm that insurance is in place, and must be prepared to provide evidence for this.

RLCA reserves the right to prohibit the use of the castle, or even to cancel the booking if appropriate evidence is not provided on request.

The height of the bouncy castle should be no greater than 7 feet to prevent contact with the lights, fans and cross beams.

Please understand that these arrangements are necessary so that the hall trustees and the hirers can be sure that proper insurance is in place enabling hirers to run a happy event, knowing that they are properly insured.

Supervision and Safety Instructions

It is recommended that the hirer reads the Health and Safety Executive Guidance Note PM76 – “The Safe Operation of Inflatable Bouncing Devices” (this important guide deals with all aspects of safety) and ensures that the Hire Company (the supplier) fully complies with it.

The following guidance is based on best practice and are suggestions to help hirers manage the equipment: -

1. Follow the manufacturer or supplier's safety recommendations.
2. The castle must be adequately secured.
3. when used outside a building, the bouncy castle is securely anchored to the ground each anchor point is signed, or otherwise marked to be made easily visible, and wrapped to prevent trips.
4. Soft matting covering hard surfaces must be placed adjacent to the front or open sides.
5. There should be responsible adult supervision, always paying close attention to the children at play during its use.
6. The number of children using the bouncy castle must be limited to the number recommended in the Hire Company's safety instructions. There must be no overcrowding.
7. A rota system for different age or size groups should be operated together with the observance of any age limit of users (it is suggested that children over 10 years of age should not use the equipment).
8. Not allow any access to the very youngest children, e.g., under 2 years old
9. All children must be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens, or other similar pocket contents.
10. Eating and drinking while bouncing or performing acrobatics must not be allowed.