

Special Event Guidelines

Allianz Insurance plc Commercial

Introduction

Subject to the usual terms and conditions of the Policy, we can confirm that providing you, the Policyholder, are responsible for the "Event" the Public Liability section of the Policy will extend to cover the Committee's legal liabilities. We do however have several recommendations with which you should comply.

Bouncy Castles

- If the "Bouncy Castle" is hired with a supervisor, the supplier **must** have their own Public Liability Insurance.
- If however, the "Bouncy Castle" is hired in, and its use is to be controlled by the Policyholder, then the following will apply:
 - An adult representative is to act in a supervisory capacity **at all times**
 - Only allow children of similar age and size on the castle at any one time
 - Avoid any overcrowding and ensure that the manufacturers recommendations for numbers are not exceeded
 - Soft gym mats should be positioned to cover any hard surface at the open front of the castle
 - Make sure that users of the castle remove any potentially dangerous objects, such as jewellery, buckles, shoes etc
 - Ensure that the castle is moored securely to the ground
 - Never use it in high winds or wet weather

- Do not allow children over the age of 12 years to use the castle

Christmas Trees and Lights

- The tree is to be erected by a competent person.
- Electrical devices to be connected to mains supply by a qualified electrician with their own Public Liability Insurance
- If the tree is erected on land not owned by the Policyholder, the landowner concerned must have their own Public Liability Insurance
- The tree must be regularly inspected especially in cases of bad weather

Firework Displays are not permitted, under any circumstances, in the grounds surrounding or connected to the Hall.

Any other hazardous activity not previously mentioned must, of course, be notified to Aldermaston Parish Hall bookings clerk prior to the activity taking place.

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