

Bentley Memorial Hall Information for Hirers

Arrangements for keys

The Key for the hall is located in a key safe, on the right-hand side of the main door of the hall, next to the post box. Pull down the black cover and line up the four-digit code number, then pull down the little black knob next to the digits and pull the lid towards you. Please make sure that when you have locked up, the key is put back in the safe and the code numbers are jumbled up.

The code for the key box will be e-mailed to you shortly before your event as the code is changed frequently.

Risk Assessment

The Hall's current risk assessment is available for inspection on request.

Emergency equipment in the Hall

When you arrive, you should familiarise yourself with the emergency exits and fire prevention equipment in the part of the Hall you are using.

The fire exits are located at the main entrance in the lobby; the West side of the Main Hall; the kitchen; the far end of the Denis Smith room; and the far end of the Hugh Barton room.

There are fire alarm points and fire extinguishers throughout the building and a fire blanket in the kitchen.

There is a green first aid box behind the bar in the Denis Smith room, **for emergency use only**. If you have to use any of the contents of the first aid box, please advise, so the box can be replenished.

Cleaning equipment in the Hall

Brooms, and cleaning tools are in the cupboard next to the cupboard where the small tables are kept. A dust pan and brush is kept under the sink in the Kitchen, if you need them.

Location of Tables and Chairs

The adult chairs are stored facing into the wall in the storage area of the main hall. Please make sure they are put back facing the same direction so they cannot fall on children.

Large tables are stored in the large cupboard next to the chairs.

Children's chairs and tables are in one of the open cupboards in the storage area of the main hall.

Care of Hall equipment

No cycling cleated shoes are to be worn in the hall. The floor is a soft wood.

In the main hall, there is a bi-folding door, if you wish to open it please ensure there are no obstructions either side of it when it is folding. When closing, please be careful to bolt the folds in the correct order. The doors are rather sensitive to mis-handling.

Leaving the Hall

At the end of the Event prior to departing the Hall, please leave the premises and surrounding areas in a clean and tidy condition. In particular:

- Floors are swept,
- window sills are wiped
- if used, kitchen surfaces are wiped with a damp cloth
- if used, cutlery and crockery is put away,
- if used, tables and chairs are stacked away neatly in the storage area and cupboards,
- waste bins are emptied into the correct waste bins in the car park.
 - **Black bins** are for recycling paper, cardboard and tins.
 - **Green bins** are for general waste.
 - Please take any empty glass bottles away with you.
- all personal items are removed.

As a final check, please ensure:

- all hot water taps are turned off
- all windows are shut
- all lights are turned off
- all heaters are turned off
- all toilet doors are closed
- all emergency doors are locked securely
- the water heater and dishwasher in the kitchen are turned off at the mains plug.

Finally, please observe the notice regarding the operation of the external lights.

Parking requirements (Cycling Clubs only)

Please advise those attending to utilise the car park to the maximum and then overspill along the right-hand side of River Road, heading south towards Bentley Station. Park on the Grass verge, and then onto the bridge over the A31. However, please do not obstruct the pavement or the Bus Stop. Please do not park on the left-hand side of the road and block or obstruct the entrance to Doctors Field. Residents have difficulty in seeing oncoming traffic. Also, please do not park on Hole Lane, on any of the residential roads, or along London Road as such parking very quickly snarls up the traffic in the village. Always ensure sightlines near the cross roads are not obstructed. We have had several accidents here.

In addition, there have been complaints of cyclists shouting from the A31 bridge to other competitors. Please advise your members and visitors not to do this.

And... Please do not take bicycles into the Hall.

Thank you.