

Bentley Memorial Hall

Information for Hirers

Introduction

This is an important document you are required to read prior to your event. Please note if any of the below is not followed, some or all of your damage deposit may be withheld.

Arrangements for keys

The Keys for the hall are located in one of two key safes. For the downstairs area, the safe is on the right-hand side of the main door of the hall, next to the post box. For the upstairs area, the safe is on the wall to the left of the back door of the hall.

To open the safe, 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 (sometimes, the lid is a little stiff and needs some encouragement). 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 appropriate 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 are usually kept in the corner outside the kitchen. A dust pan and brush is kept on a shelf in the store room to the left of the bar in the Denis Smith room (or it may be under the sink in the kitchen) if you need them. Please return all cleaning equipment to the place you found them.

Location of Tables and Chairs – Main Hall

For the Main Hall, 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.

Tables are stored in the large cupboard next to the chairs.

Children's chairs and tables are in the cupboard next to where the large tables are stored.

Location of Tables and Chairs – Denis Smith Room

For the Denis Smith Room, there are a small number of tables and chairs available in the cupboard to the left of the bar. Please return them there after use, noting the way the chairs are stacked. Please try and avoid letting children use these chairs. You will be expected to clear any stains etc on these chairs if there are spillages etc.

Location of Tables and Chairs – Upstairs (Hugh Barton) Room

For the Hugh Barton Room, the tables are stored on a trolley in the room. The chairs are stacked in the corner at the opposite end of the room from the toilet. Please return the chairs and tables after use, noting the way the chairs are stacked. Please try and avoid letting children use these chairs. You will be expected to clear any stains etc on these chairs if there are spillages etc.

Please do not take any tables or chairs from downstairs to upstairs, or from upstairs to downstairs.

Care of Hall floor and furnishings

While we acknowledge the floor of the main is not in the best of condition, we do please ask it is not made any worse. Specifically, please do not drag heavy objects such as tables and chair stacks across the floor, as this creates grooves in the soft wood.

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

In the main hall, there is what appears to be a bi-folding door at the end nearest to the kitchen. In fact, the only doors that open are two panels to the right hand side as you look at them from the main hall. Please do not attempt to open the other 'doors'.

Contacting Trustees

If for any reason you need to contact a Trustee whilst in the Hall, names and contact details of some of the Trustees are displayed on the notice board to the right at the main entrance.

Rubbish Removal

We can allow you to dispose into the Hall bins, up to two black bags of rubbish for each event (see below for what is allowed in each of the types of bins). Please take any excess rubbish home with you. We do not have a bottle recycling collection, so please take all empty bottles home with you as well. The bins are located in the stockade in the car park in the corner of the Hall and the Children's play area.

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 fenced off area in the car park (noting the restriction of two bags per event – see above).
 - **Black bin** is for recycling paper, cardboard and tins.
 - **Green bins** are for general waste.
 - **Red Biffa bin** is for non-hazardous general waste – so no aerosols, nappies, etc, in this bin please.
 - 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.

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.