

Welcome to the Bellingdon & Asheridge Village Hall and Recreation Ground

The hall and grounds are owned by a charity for the benefit of the community and are operated by volunteers from the community who take on the duties of running and maintaining the property for the community as well as acting as trustees of the charity.

One of the aims is to provide a hall for hire at reasonable rates, for members of the community to hold private events. Another of its aims is to provide facilities for a number of community activities at a minimum cost.

The running costs and maintenance have to be met out of income. Hire rates can only be kept at acceptable levels by users accepting reasonable responsibilities when hiring the premises.

We ask all users to read and follow the guidelines provided in this document.

If you have any queries please contact
Bookings Secretary: Chris Hood
01494 757 028 Fax: 01494 757 077
email:bookings@bellingdon.com

or Don Baker 01494 757 195

Arrival - for info.

- 1) There is a ramp by the side window, just inside the main door for wheelchair access
- 2) Light switches are all located at the far end of the hall on just inside the door that leads to the kitchen area
- 3) Hall heating may be adjusted up or down using the thermostat located at head height on the wall by the kitchen hatch
- 4) Chairs and tables are stored in the room at the far end of the hall to the right of the kitchen

Departure - 10 things to check please

- 1) **Clean** - Please ensure the facilities are left clean & tidy (see specific advice on pages below)
- 2) **Windows** - Ensure that they are all are closed with handles down locking them
- 3) **Fire and Exit Doors** - Check all are properly shut and locked
- 4) **Heating** - PLEASE return the dial to its 15° setting before departing the hall
- 5) **Lights** - Check all are turned off
- 6) If leaving the grounds around or after dusk **close and padlock** the main gate
- 7) **Noise** - Keep all noise to a minimum when leaving especially in the evening or at night
- 8) **Complete the survey** comments book which helps us maintain and improve the facilities
- 9) **Rubbish** - It is the hirer's responsibility to remove all their rubbish from the site

- 10) **Return the keys** through the letterbox of Blue Pines, being the first dwelling after and on the same side of the road as BAVH travelling away from Chesham.

Cleaning

- 1) You have undertaken in the hiring agreement to leave the hall and other areas, such as toilets and kitchen, in a clean and tidy state
- 2) Brooms, mop and bucket are on the right hand side by the door that leads to the kitchen
- 3) Black bags, which are on the shelf above the brooms, must be used to take away all rubbish that cannot be put in the councils recycling bins.
- 4) The wooden hall floor should be cleaned with soapy water but NOT with Flash or other chemical cleaners.
- 5) Flash should be used for the kitchen/toilets and entrance floors
- 6) Sweep up and remove any cigarette butts from the entrance and entrance bucket

Rubbish Removal

- 1) Rubbish must NOT be left by the litter bin at the side of the recycling bins
- 2) DO NOT leave your rubbish inside or alongside the bins to the rear of the car park unless it relates to those receptacles that are in situ there
- 3) It is the hirer's responsibility to remove all their rubbish from the site.

Toilets

- 1) Clear out all bins in the toilets and take away with other rubbish
- 2) Clear up and discard any loose toilet paper into bins

- 3) Ensure that the toilet bowls are clean and the flush is working

Kitchen Appliances

Oven

- 1) Switch on at the wall to the left and above oven. If the ovens are required then the oven clock must be active.
- 2) Whilst holding down the 2 left hand buttons (of the 6 small buttons) press the (+) or (-) button to activate the clock.
- 3) When finished using switch off at the wall
- 4) Clean all areas when appliance has cooled down and it is safe to do so. Do NOT use abrasives on the hob but use the hob cleaner provided

Fridges/Freezers

- 1) Switch off at wall
- 2) Clean out and remove all items and leave doors open

Water Heater

- 1) Hot water is provided by switching on each heater
- 2) Ensure the water heaters are turned off after use

Crockery/Cutlery (if hired)

- 1) Wash & dry all items used
- 2) Replace in cupboards where you found them
- 3) Lock all cupboards
- 4) Inform the Bookings Secretary of any damaged or broken items