

**BELLINGDON & ASHERIDGE COMMUNITY ASSOCIATION**  
**Chesham Road, Bellingdon, Chesham, Buckinghamshire, HP5 2XU**  
**Registered with the Charity Commission Number 108749**

**HIRE ARRANGEMENTS – Guidelines**

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Welcome to the Bellingdon & Asheridge Village Hall. The hall and grounds are a community association 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 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 the Bookings Secretary:

Joanne Richardson

Tel: 07375 109968

Email: [bookingsbaaca@gmail.com](mailto:bookingsbaaca@gmail.com)

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**On Arrival**

- 1) Keyless Access to the grounds and the main hall is in operation. Please refer to the detailed operating instructions provided and on the main entrance door to the hall building
- 2) Access codes can change at short notice as a consequence of which they will be issued to you nearer to or on the morning of your booking date
- 3) Unlocking the main gate padlock to enter the grounds - please ensure the main gate padlock is locked shut onto the opened gate or upstand post at the main highway.
- 4) Access of the grounds and hall should commence and terminate within 15 minutes of your paid booking times. Entry and exit times are capable of being monitored. Exceeding the 15 minutes either side of your booking times may incur additional hire charges that would be deducted from your refundable deposit
- 5) There is a ramp by the side window, just inside the main door for wheelchair access
- 6) Light switches for the main hall are all located at the far end of the hall on the wall just inside the door that leads to the kitchen area
- 7) Hall heating may be adjusted up or down using the thermostat located at head height on the wall by the kitchen hatch
- 8) Chairs and tables are stored in the room at the far end of the hall to the right of the kitchen

**General Info**

- 1) Glass ware – No glass ware should be taken nor used outside of the hall especially in to the playground or the recreation field

**Departure – Please check before departing**

- 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

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- 4) **Heating** – The wall thermostat in the hall by the left of the door to the kitchen should be set to or returned to 15°
- 5) **Lights** – Check all switches are turned off
- 6) **Noise** - Keep all noise to a minimum when leaving especially in the evening or at night
- 7) **Complete the survey** comments book which helps us maintain and improve the facilities
- 8) **Rubbish – It is the hirer’s responsibility to remove all their rubbish from the site**
- 9) **Locking Up** – Ensure that both hall main front doors are locked shut and, if departing the grounds near to or after dusk that the main gate with the highway is closed and padlocked to the upstand 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 and cleaning materials 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 NOT be drenched with water but swept whilst any sticky areas cleaned with ONLY damp cleaning materials 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.

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**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**

**Range Cooker and Oven**

- 1) Refer to the detailed operating instructions provided
- 2) When finished using switch off at the wall
- 3) When the appliance has cooled down and it is safe to do so.
  - a. Ensure all food is removed
  - b. All spillages are removed
  - c. The cooker surfaces and oven(s) have been cleaned
  - d. DO NOT use SCOURING PADS or other ABRASIVE CLEANING MATERIALS

**Fridges/Freezers**

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

**Water Heater/Urns**

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

**Dishwasher**

- 1) Refer to the detailed operating instructions provided
- 2) Ensure all crockery and remaining food is removed
- 3) Ensure the unit is switched off after use

**Glasswasher**

- 1) Refer to the detailed operating instructions provided
- 2) Ensure all glassware is removed
- 3) Ensure the unit is switched off after use

**Crockery/Cutlery**

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