

Beckley Hall
BH DN5 - D
Welcome Letter to Hirers

Dear Hirer

Thank you for hiring our hall. Please print this welcome letter out to help you restore our Hall to a clean and tidy state for the next hirers. The attached form (BVH DN5 – C) is contained within your Hire Agreement. Please review, and then also print out to use as an aide-memoire during your use of the Hall.

1. **BVH Noise Control** - provisions are set out in the Hire Terms and Conditions. We require hirers to have left the Hall by 11.00pm. This is to avoid disturbing residents. That means that your guests should have exited the car-park by that time. Also, at 9.30pm all doors and windows and shutters need to be shut, OR amplification systems need to be turned off. This is to comply with our Terms and Conditions!
2. **Main Hall** - Do not install or attach any decorations or other articles to any part of the premises. Clean with hoover or sweep with the V-sweeper both of which can be found in the Customers Cleaning Room (CCR), at the end of the Storeroom. The floor should be cleaned with the specialist flat-headed mops provided.
At end of hire lock Patio door, ensure fire door secure, vents closed, projector turned off if hired, and lights off.
3. **Kitchen** - Do not cook using deep fat frying or use any external cooking appliances such as barbecues. At end of hire clean all work surfaces, clean floor with labelled floor mop also in the CCR. Switch off water heater, dishwasher, and oven! Store away all crockery, remove any items from fridges and leave on.
4. **Bins** - Use only clear bin bags for recyclable waste (paper, card, drinks cans, and plastics), black bin bags for general waste including food waste. All bin bags can be found in cupboard near main sink. Before leaving, empty clear bin bags with recyclable waste into green Grundon recycling bin in the car park. Put the black bin bags in the blue Grundon bin in the car park. Place glass waste (not in bags) in the small black Grundon bin in the car park. All Grundon bins are in the bin store in the car park. The digital padlock combination is the same as the front door key box. Replace all bin bags appropriately for the next hirer.
5. **Toilets and Changing Rooms** - Empty the bins in the toilets and place bagged and tied sanitary products in the Grundon general blue waste bin in the bin store in the car park. Clean floors, replace toilet rolls; again, the labelled mop and cleaning items with replacement toilet rolls are in the CCR. Cleaning sink with warm water is in right hand changing room, beyond toilets.
6. **Meeting Area** - Clean floors and tables, switch off TV, ensure patio doors locked.
7. **Store Area and Cleaning cupboard** - Replace all items: tables, chairs, and cleaning items to original positions. Table tennis tables are not for hirer's use.
8. **No smoking or any Naked Flames** - do not smoke cigarettes, cigars, or e-cigarettes indoors and ensure all outside areas are free of cigarette stubs and litter. Two external cigarette disposal bins provided outside. Naked flames are not allowed in any part of the hall - this includes food warmers and candles.
9. **End of the Event** - You should wind up your event to allow enough time for full cleaning before leaving by 11.00pm. Alternatively book a short hire the following morning to allow extra cleaning time. Please remember the next hirer will expect a totally clean Hall just as we hope you have enjoyed. Hirers who do not leave the Hall clean for the next hirer will lose some or all of their deposit.
10. **Lock** - all doors and windows. Return main hall key to key safe.
Please confirm that you understand these specific points and will comply. On receipt of your confirmation, I will release the Hall key code. I do hope that your event goes

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smoothly and please do not hesitate to contact me, the **Booking Manager, Dave Carver** (on **07536 173356** or booking@beckleyhall.org)