



## **Summary hire information for the Scout Hut Brenchley**

### **Upon Arrival**

If you have not been given a key then the door will only be locked on the codelock. Simply enter the code – C5679. The dot puts the door “on the latch”. When you leave the hut please press the dot again to clear the latch, and make sure that the door locks properly.

In winter turn up the thermostat (on the wall on the right hand side) and the hall will warm up quite quickly with the fan heaters.

### **During your event**

Please remember that you are not allowed to smoke in the hall. Please show some consideration for our neighbours by not playing loud music late into the night. You are welcome to use any of the equipment, but please return it, clean, to where you found it when you leave.

### **When you leave – please check:**

- ✓ Everywhere is clean and tidy
- ✓ Tables & chairs are put away
- ✓ Taps are off (including water fountain isolator if you used it)
- ✓ Windows are closed
- ✓ Thermostat is reset
- ✓ Lights are off
- ✓ Please take your rubbish with you
- ✓ The door is securely locked

**Any problems or breakages, please email [bmscoutgrouphut@gmail.com](mailto:bmscoutgrouphut@gmail.com) or phone 07957 334408. We welcome any feedback to help make the hall a popular place for hire.**

**Thank you for your support.**