



BENTLEY COPSE ACTIVITY CENTRE

PARKER LODGE INFORMATION



Bentley Copse Activity Centre, Hound House Road, Shere, Surrey, GU5 9JH
Office : 01483 202424 | bookings@bentleycopse.org.uk

Welcome To Parker Lodge

Welcome to Parker Lodge. This pack provides you the information you need to enjoy your stay.



Building Use

With a large communal hall, a commercial grade kitchen serve as a training building or a support hub for a large event/camp

Common uses include:

- Training Building
- Central catering and logistics hub for large events.
- 'Sleepover' location for young people – Everyone sleeping in the hall together.



Contacting the Bentley Copse team

Should you have any queries or concerns during your stay, please call or WhatsApp **07563 044 832** to speak to the duty manager.

Must only be used for urgent queries after 6pm and before 8am.



Briefing your team

Please ensure the adults within your group are familiar with the facilities within Parker Lodge.



Site information and rules

Our website contains our *Site Information* document that covers Bentley Copse facilities, activities and rules.

Please to familiarise yourself with our site information documents to minimise questions when you arrive.

Arrival



Check-In

Your arrival time will be detailed in your booking receipt.

Do confirm your arrival time with us on the morning of your arrival by calling 01483 202424, 07563 044 832 or emailing bookings@bentleycopse.org.uk

Reception is often staffed 9am to 5pm. Call **07563 044 832** to speak to the duty manager if reception is closed.



Equipment audit

While we aim to provide you with a full inventory of items as here, it is your responsibility to notify us of missing items upon arrival.

Items missing items upon departure will be charged at replacement cost.



Cleaning

Parker Lodge and its facilities will have been handed to you in a clean and organised condition. Should there be any issues then please do let us know.

You are required to leave Parker Lodge in a clean and organised condition, following the instructions within this document.

Failure to leave the facilities clean will result in cleaning charges of £25 per hour being made.



Camping

Camping space is available close to Parker Lodge. This must be booked in advance.

Facilities



Kitchen

The kitchen in Parker Lodge is a commercial grade kitchen equipped with facilities to cater for large groups. Crockery and utensils are provided to cater for fifty.

Do let us know at the time of booking if you wish hire additional equipment.

You will need to bring your own t-towels, and supplies for hand-cleaning kitchen items not suitable for the commercial dishwasher.

The catering cookware may **not** be used outside of Parker Lodge.

Please bring your own water bottles or beakers if you wish to provide drinks to your group while accessing other parts of Bentley Copse.

The kitchen includes the following items. See the equipment checklist for a fully itemised list:

6 Ring gas hob
Large oven
Microwave
Pop-up toaster

Electric water boiler
Large metal cookware
Cooking utensils



Indoor shoes

The covered entrance provides space for muddy footwear and allows you to minimise your departure cleaning of the floors.

Please bring *indoor shoes* for use inside Parker Lodge and keep the forest outside.



Hall

The hall is equipped with folding tables and chairs. Do let us know at the time of booking if you wish hire additional tables or chairs.

The tables and benches may **not** be taken outside of the building. If you wish to dine outside, you must bring your own tables and benches./



Toilets

There are toilet facilities adjacent to Parker Lodge with these are opened during peak periods. The centre also has an additional block. Please help to keep all washroom facilities clean and report any damage to the duty manager. Access to the adult toilets within the main block is controlled using a coded lock, the number of which is C1982.



Showers

Showers are located within the main toilets blocks with separate facilities for young people and adults. Please help to keep them clean and report any damage to the duty manager.



Cleaning

Parker Lodge should be swept, mopped and clear of rubbish before departure.

Cleaning products are stored in a green caddy in the kitchen.



Heating

The heating operates on a set schedule. We ask all users to be mindful of energy use.

Radiators are individually controllable via thermostatic valves. You may adjust these if necessary.



Energy Use

We do not recommend bringing and using high draw catering equipment (such as fryers). The supply to Parker Lodge is limited, and overloading the circuits could result in you losing all ability to cater.

You may power personal or group devices (EG phones, laptops, radios, projectors) but you **may not** power high drain items without **written or emailed permission** from Bentley Copse. This includes but is not limited to : *Heaters, Water Boilers, Electric cars, E-Bikes, Tumble dryers, Power tools, External items including inflatables.*



Wi-Fi

Internet is available within Parker Lodge. The access details are available in the *red folder* by the fire exit off the hall.



Projector Screen

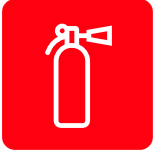
A large pull down screen is available for your use. *Projectors can be hired if booked in advance.*



Keys

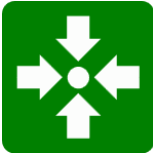
You will be provided with a set of keys that allow you to secure Parker Lodge. The site washrooms are available for your use when you lock Parker Lodge.

Safety



Fire Safety

Parker Lodge is equipped with a fire alarm and fire extinguishers. Please familiarise your group with their locations and of the fire exits.



Fire Assembly Points

There are two signed fire assembly points. These are marked on the site map.

- Adjacent to the flagpole on the field.
- North of the *Parker* campfire circle.

You should identify the closest fire assembly point to your visit and communicate its use to your group.

Should the closest point be unsuitable, such as being close to the source of fire, the alternative point should be used – *Or follow directions from Bentley Copse staff.*



Fire Drills and Building Evacuations

All groups are responsible for performing their own fire drills and preparing evacuation plans specific to their group.

Assistance is available from Bentley Copse staff should you wish to perform a realistic fire-drill.



Hazards and Risks

Read our *General Site Risk Assessment*, *Building Risk Assessments* and other documents on our downloads page. These will contain essential information.

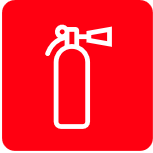
<https://www.bentleycopse.org.uk/booking/downloads>



Risk Assessments

All groups are required to complete their own risk assessment for their visit to Bentley Copse and communicate / manage the risks with their group.

We advise all groups to visit the site to assist in preparing your risk assessments and procedures.



Fire Safety

Parker Lodge is equipped with a fire alarm and fire extinguishers. Please familiarise your group with their locations and of the fire exits.



Risk Assessments

All groups are required to complete their own risk assessment for their visit to Bentley Copse. To assist you with this a full range of Risk assessments for our activities can be found on our website:

<https://www.bentleycopse.org.uk/booking/downloads/>

Departure



Empty Building

Your departure time will be on your booking receipt. Please ensure you have sufficient time to clean.

Do check for lost-property. A full sweep of all areas is recommended



Rubbish

All waste should be put in the large blue bins located in the main car park



Cleaning

The facilities should be cleaned following the instructions within this document.

Use the photographs in the kitchen to replace items where they live.

Use the equipment list to count items.



Check-Out

Please check-out with us before departure arrival. Reception is often staffed 9am to 5pm. Call **07563 044 832** to speak to the duty manager if reception is closed.

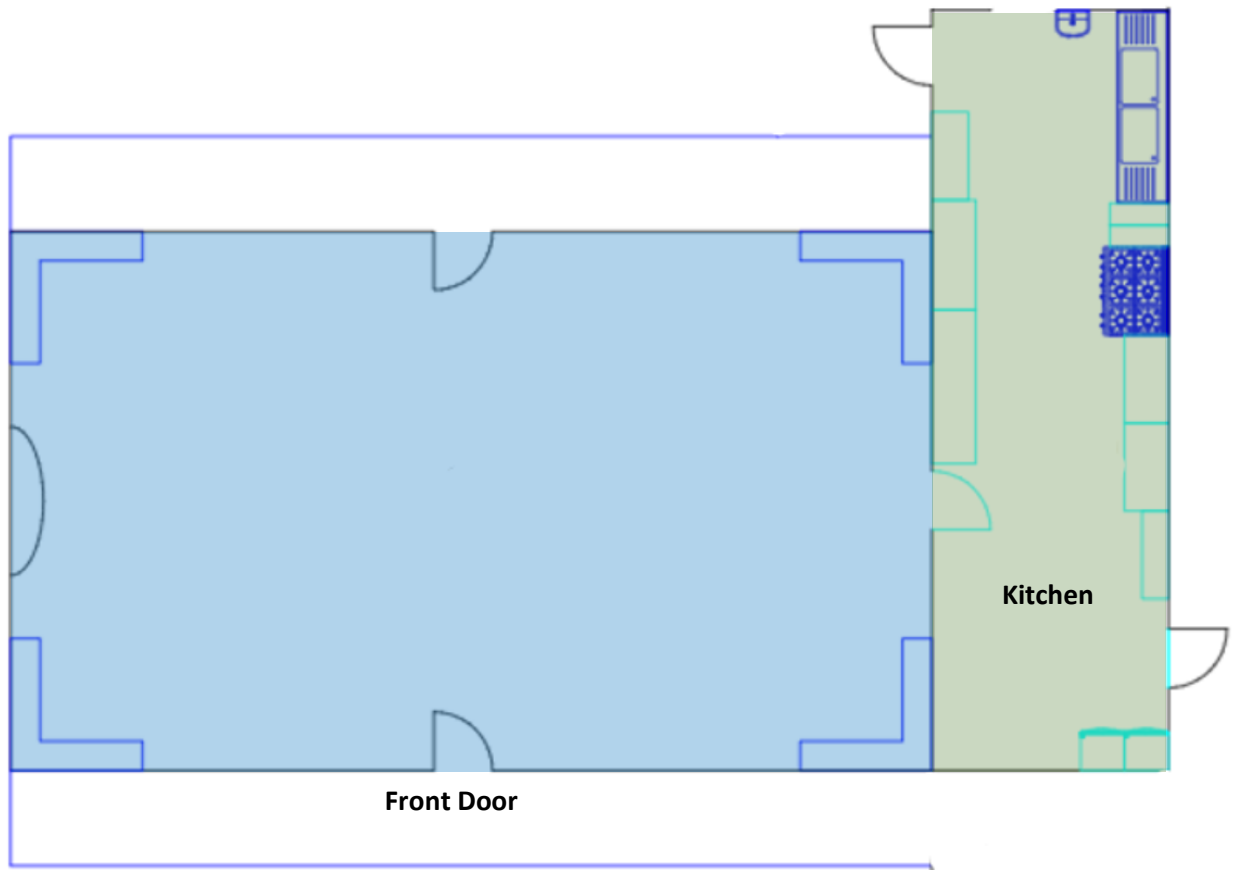
Layout



Building Layout and Mop Colour Zones

Note the colouring on this layout diagram : It matches the mop colours that may be used in each zone.

To avoid cross-contamination do not use a mop outside of its zone.



Cleaning Supplies

The cleaning supplies are located in the kitchen. Please ensure their use is managed by an appropriate adult.

Do contact us if you run out of cleaning supplies.

Parker Lodge Photographs

Photographs, especially in the kitchen, are used to assist you during your arrival and departure. It is important to reference these when arriving and departing so that you can locate any misplaced items.

We strongly recommend going through the equipment check-list when you first arrive and alerting us if anything is missing or damaged.



Kitchen Equipment

Parker Lodge comes equipped with cooking equipment, crockery, mugs and cutlery for groups of up to 50 people.

Kitchen - Crockery Shelving

50	Knives, Forks, Spoons	50	Plates	50	Bowls
50	Plastic beakers	50	Glasses (in black crate)	50	Mugs (in brown crate)

Kitchen - Top Shelf

8	Cooking pots	2	Colander	2	Frying pan
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Kitchen - Utensils Rack

2	Vegetable Peelers	1	Tin Opener	1	Ice Cream Scoop	1	Pizza Wheel
1	Ladel	2	Pasta Spoon	2	Draining spoon	2	Large metal spoons
2	Potato Masher	2	Plastic serving spoons	2	Metal Spatula	2	Non stick Spatula

Kitchen - Long Stainless Steel Worktop

1	Electric burco boiler	1	Toaster	1	Kettle
1	Microwave				

Kitchen - Lower Shelf

4	Oven and baking trays	2	Cheese graters	6	Chopping boards
1	Cutting Board Rack	2	Knife blocks (5 knives each)		

Kitchen - Wheeled Trolley

1	Serving Tray	4	Squash / Water Jugs
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Kitchen - Green Cleaning Caddy

1	Green Cleaning Caddy	1	Oven & Grill cleaner spray	1	Green cloth (Kitchen only)
1	Sponge Scourer	1	Kitchen Cleaner & Sanitiser spray	1	Blue Cloth (Non bathroom use)

You may wish to bring...

Parker Lodge does **not** come equipped as standard with the following.

Washing up Liquid, Pan Scourers, Tea towels, Plastic plates, bowls and beakers, Oven gloves, Rolling Pin, Kitchen Roll, Kitchen Timer, Tin Foil, Food bags, Cling Film, Ice Cube Tray.

Cleaning Instructions

Please return Parker Lodge in a clean and tidy condition, by scheduling cleaning time into your departure day itinerary.

Please liaise with Bentley Copse staff so you may return the keys and your completed departure checklist at a mutually convenient time.

Kitchen

The kitchen should be cleaned with *Kitchen Cleaner & Sanitiser* or *Ultra bac*. *Do not use your own cleaning products or bleach as they will damage our water treatment facilities.*

- Clean sinks and draining board.
- Clean all utensils and hang in correct place*
- Clean all cooking equipment and store correctly*
- Clean all crockery and store correctly*
- Clean all kitchen supplies and store correctly*
- Clean cooker hobs – These must free of grease and burned on food.
- Clean cooker ovens and grills – These must free of grease and burned on food.
- Clean all work surfaces
- Clean oven : Inside and out
- Clean microwave : Inside and out
- Clean fridge and freezer : Inside and out
- Empty and clean bin
- Sweep floor
- Mop floor (Use use the **green** mop and **green** bucket)

* Use photographs as a reference.

Main hall

- Clean tables and store in kitchen.
- Clean all chairs and store in kitchen
- Open curtains
- Wipe down window sills
- Sweep floor
- Mop floor (Use the **blue** mop and **blue** bucket)

Departure Checklist

Please use this checklist before you depart.

- You will be liable for replacement or making good costs on all losses and damages.
- You will be charged for any cleaning required after departure.
- You may be charged an hourly surcharge for late departure.

Kitchen is clean, tidy and mopped	
Hot water is turned off (Dial on tank by sinks)	
Fridge and freezer are clean and switched on	
Hall is clean, tidy and mopped	
Heating is turned off	
All lights are switched off	
Fire exits are secure (3 doors)	
Door is locked	
Key has been returned	