



BENTLEY COPSE ACTIVITY CENTRE THE MARQUEE INFORMATION



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

Welcome To The Marquee

Welcome to The Marquee. This pack provides you the information you need to make use of the facilities provided.



Marquee Use

The Marquee provides you a large unequipped space suitable for large groups. Our team uses it for *Activities, Cinema, Disco*.



Duke of Edinburgh Use

Unless reserved for exclusive use, those booked for DofE expeditions may use the marquee as a wet weather gathering location.

Expedition cooking is **NOT** permitted to take place inside the marquee.



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 The Marquee.



Woodland Environment

Our woodland setting means a multi-use space such as *The Marquee* is configured for practical everyday use by visitors to Bentley Copse.

We are not precious about muddy boots being worn inside The Marquee– but please assist us by leaving The Marquee in a clean condition.

Arrival and Departure



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.



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.

Facilities



The Marquee

This is a *non-equipped* location. It does **NOT** come as standard with tables, chairs or benches. *These are available for hire if available.*

As this is a working space the natural woven floor covering will be dusty and/or wet depending on the conditions.



Power Hookup

16amp power hookup is available within the marquee upon request. This may only be used by prior arrangements.

Additional fees may be applied depending on current draw and usage hours.



Heating

There is no heating within the marquee and you may **NOT** plug in electric heaters.

Diesel powered blown air heating is available to hire during colder periods.



Energy Use

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.*

Please switch off all sockets and lights when the building is not in use.



Rubbish Disposal

Bins are located in the main car park. All rubbish must be removed to avoid penalty fees being charged.



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/>

Safety



Fire Safety

The Marquee is **NOT** equipped with a fire extinguisher. The closest fire extinguisher point is located on the east side of *The Merrow*.

The nearest fire assembly point is at the flagpole in the field opposite The Marquee.



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 Marquee Evacuations

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

The double wooden doors should be folded back (*Or removed by BCAC staff*) while the marquee is in use by more than 50 persons.

The double wooden doors and canvas panels may be used as emergency exits.

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.

Layout



Layout

The marquee is 9m x 24m in size, of which approximately 9m x 22m is usable.



Lighting

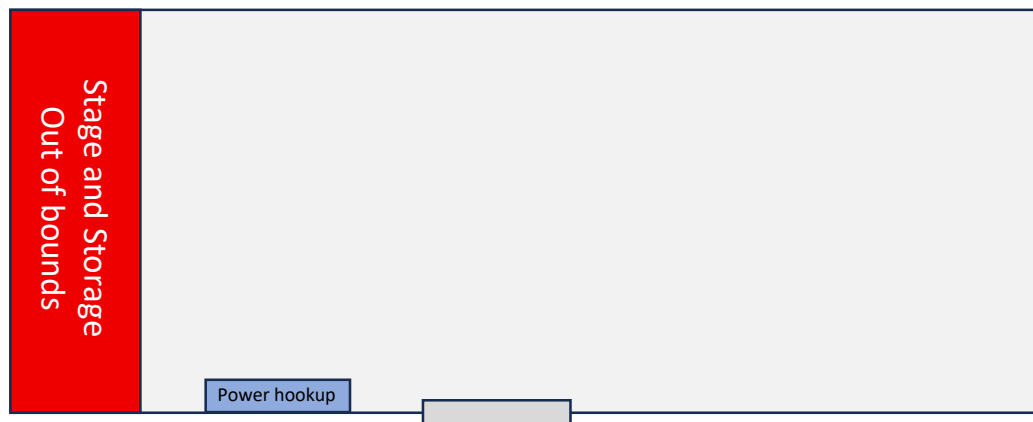
The light switches are left of the main doors. Please switch off lights when not in use.

Disco lighting and AV equipment is available for hire and may **NOT** be used without prior agreement.



Out of bounds

The stage and any storage area behind the fencing is out of bounds. Access may be granted for those hiring the stage area for disco/movie/AV usage.



The Marquee Photographs

Available to hire as an empty space we use the marquee for our large events. It used as a cinema and disco location for groups of several hundred.

