



BENTLEY COPSE ACTIVITY CENTRE THE NEST INFORMATION



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

Welcome To The Nest

Welcome to The Nest. This pack provides you the information you need to enjoy your stay.



Building Use

With sleeping capacity for twelve*, a communal space and a kitchen, The Nest can provide a support building to a camping trip, or a standalone training or accommodation unit.

* You may sleep up to sixteen by providing your own sleeping mats / camp beds and using the communal space to accommodate a maximum of four.



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 Nest.



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

The Nest 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 The Nest 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.



Keys

You will be provided with a set of keys that allow you to The Nest.

Be careful to avoid locking the keys in the building.



Camping

The *Nest Field* area outside The Nest provides a camping space suitable for a small camp (20 persons should be fine, 30+ if you squeeze in a bit!).

Booking this area in advance is required.

Camping fees are not included in the building hire cost.

Facilities



Kitchen

The kitchen in The Nest is domestic sized with facilities to cater for groups of twelve.

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 cleaning supplies. A limited supply of cleaning products is available for the pre-departure final cleaning.

The catering cookware may not be used outside of The Nest.

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:

4 Ring gas hob
Dual oven / grill
Microwave
Fridge Freezer

Kettle
Metal cookware
Cooking utensils
Crockery and utensils for 12



Bunk Rooms

There are two bunk rooms sleeping six in each.

You may use the communal area for overnight accommodation for up to four people.

- Do not block any doorway
- Keep a 1m distance from heaters.
- Do not operate cooking equipment when the communal area has bedded / sleeping occupants.



Bedding

You must provide you own bedding; either a single sheet and duvet/pillow or sleeping bag/ pillow. We have no bedding to loan or hire.



Indoor shoes

Please bring *indoor shoes* for use inside The Nest and keep the forest outside.



Tables and benches

The Nest is equipped with folding tables and chairs for groups of twelve.

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



Nearest toilets and showers

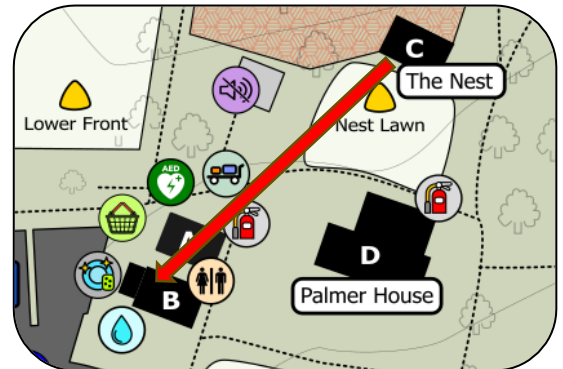
The nearest toilets and showers are in the main block.

Key:

A: Site office, reception & shop

B: Main toilet block and showers

C: The Nest



Unless booked by your group you may not use the toilets in Palmer House (D)

Access to the adult toilets within the main block is controlled using a coded lock, the number of which is C1982.



Cleaning

The Nest should be swept 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.

Electric heaters are individually controllable. You may adjust these if necessary. We will disable the heating during the summer months.



Energy Use

We do not recommend bringing and using high draw catering equipment (such as fryers). The supply to The Nest 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.*



Projector Screen

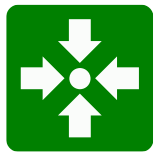
A projector is available for your use. This is stored under a bed in a bunk room and can be hung in the main hall. *Projectors can be hired if booked in advance.*

Safety



Fire Safety

The Nest 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.

Departure



Empty accommodation

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 store 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.

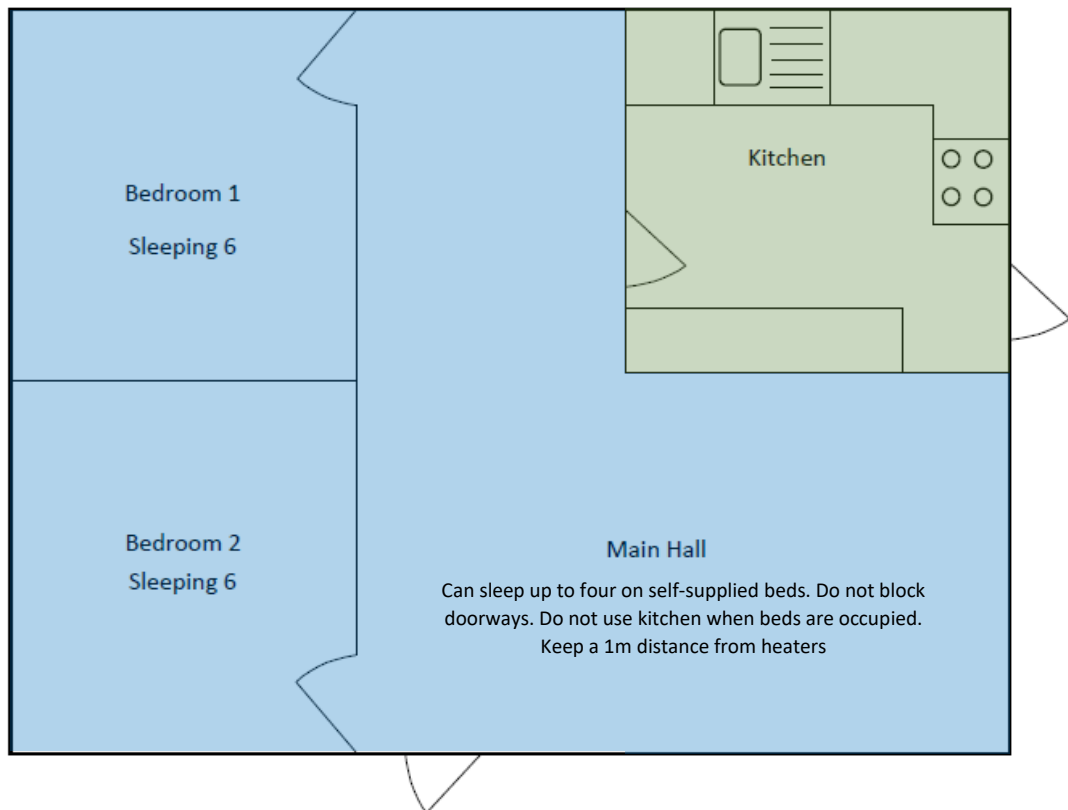
Layout



Building Layout

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

Cleaning supplies are stored in a green plastic caddy in the kitchen.

Do contact us if you run out of cleaning supplies.

The Nest 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



Hall



Bedroom 1



Bedroom 2

Kitchen Equipment

Kitchen - Utensil Drawers

1	Tongs	1	Pasta Spoon	1	Serving Spoon
1	Potato Masher	1	Draining spoon	1	Spatula
1	Ladle	1	Whisk	1	Vegetable Peeler
1	Scissors	1	Can Opener	1	Grill pan handle

Kitchen - Utensils Drawer

12	Forks	12	Knives	12	Dessert Spoons	12	Tea Spoons
1	Pizza Wheel	1	Ice Cream Scoop				

Kitchen - Open Cupboard

1	Collander	1	Cheese Grater	1	Measuring Jug
1	Frying Pan	3	Cooking Pan		

Kitchen - Wall Cupboard

12	Dinner Plates	12	Bowls	12	Glasses	12	Mugs
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Kitchen - Worktop

1	Kettle	1	Washing up bowl + Draining board
1	Cutting Board	1	Knife Block (5 Knives)

Kitchen - Green Cleaning Caddy

1	Green Cleaning Caddy	1	Oven cleaner spray	1	Green Cloth (Kitchen only)
1	Sponge Scourer	1	Ultrabac spray	1	Blue Cloth (Non bathroom use)

Kitchen - Stove Area

1	Fridge Freezer	1	Microwave	1	Gas dual oven, four ring
1	Oven Tray	1	Grill Pan		

The Nest - General

2	Folding Tables	12	Chairs	1	Projector Screen (Under bunk)
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You may wish to bring...

The Nest 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 T

Cleaning Instructions

Please return The Nest 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

- 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 the **green** mop and **green** bucket)

* Use photographs as a reference.

Bunkrooms

- Wipe down mattresses.
- Open curtains
- Vacuum carpet
- Wipe down windowsills.
- Check for lost property

Communal space

- Clean tables and chairs
- Wipe down windowsills.
- Check for lost property.
- Sweep and mop floor (Use the **blue** mop and **blue** bucket)

Front Door Entrance Area

- Sweep floor and vacuum mat.

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. All surfaces wiped with spray cleaner.	
Fridge / Freezer is clean and switched on.	
Hot water is turned off via switch on wall.	
Communal space is clean, tidy and mopped.	
Mops rinsed and returned.	
Bunk rooms are clean and tidy and vacuumed.	
Front door mat has been vacuumed.	
Heating is turned off (summer) or set to Frost Protect (winter)	
All windows are closed, and curtains are open.	
All lights are switched off.	
Back kitchen door is secure.	
Door is locked.	
Key has been returned.	