



*Thank you for choosing Historical Hall
608 Old Post Road, Bedford, NY*

Keys & Entry

Please return your key promptly after your event

- Your key operates the driveway side door of the building
- To keep this door open, use the hook on the building (*Please do not prop open*)
- All other doors are opened only from the inside of the building
- To open the front door, slide the latch to the right. This will release the left door
- To open the right door, pull up on the latch at the base then pull down on the latch at the top (*the top latch is on a spring and will latch automatically when the door is closed. Be sure to slide the bottom latch back into place when securing the door. In case of high humidity, it may be necessary to line up both doors and gently pull them closed together*)
- **The door to the patio will lock automatically when closed. Be careful not to lock yourself out**

Lights, Electricity & Sound

- Light switch for lights inside and outside the driveway is inside to the left of the door
- Light switches for the stairwells to the balcony and to the stage level are in the stairwells
- Light switch for the front outside light is to the left of the front door
- All other light switches are near the electrical panel in the foyer outside the kitchen and bathrooms
- The light switches for the chandelier and balcony lights will turn them on to full power. (*Use the dimmer if you want to adjust the strength of the light*)
- **Please turn off all lights when you leave**
- A separate switch operates the floor receptacles on the stage where there is adequate amperage for speakers, music, etc.
- If you lose power in an area, call the office (914) 234-9751 or cell phone (914) 924-9099 for instructions (*You may need to redistribute your electrical needs*)
- Use the exhaust fan in the kitchen only as it was designed to be used. Do not prop open the fan door or disable the fan. Pull the chain to close the door, which turns off the fan when you leave the building

Sound levels in excess of 65db, (i.e., live music), must cease by 11:00 PM. on Sunday through Thursday nights and by 12:30 AM on Saturday or Sunday mornings per Town Law, subsection 83.6. In deference to our neighbors, please keep the doors and windows closed if you have loud music.

Heat & Air Conditioning

- The heat and air-conditioning are typically at a suitable temperature but they can be adjusted if needed
- When the heat or a/c are on, please keep the doors closed at all times to ensure a comfortable temperature
- When using a tent, the self-locking patio door may be left open during the event
- **Do not use the Hall's air conditioning to cool your tent as it will overheat and stop cooling**

Care of the Building

The floor at Historical Hall requires your consideration in order to preserve its finish

- **Please do not drag tables and chairs across the floor**
- Wipe up any spills promptly with a paper towel or damp mop
- **Per your rental agreement, "no nails, screws, hooks, picture hangers, or scotch tape" may be used on the walls, floors or columns. Decorations may be hung only from preexisting hooks and eyes**
- **Please do not lean tables or chairs up against the walls or columns as they make marks or chip the paint**
- Instruct your caterer and party rental company to stack party supplies on the floor

Parking

- Parking is available in the town lot across the street in front of St. Patrick's Church, or in legal parking spaces in the village
- Do not park or allow your guests to park on or along the Village Green. (*No Parking signs are posted and you may be ticketed*)
- Any commercial vehicles must be parked in the side lot or elsewhere

Signage

- By town law, signs are not permitted on any part of the Village Green including the small triangle in front of Historical Hall
- You may post one tasteful sign, no larger than four feet by three feet in front of the Hall.

Clean-Up, Garbage & Leaving the Hall

You must bring your own garbage bags & leave the Hall as you found it

- **Please leave the Hall as you found it by removing everything you brought in.** (The Hall must be left "broom clean" - free of debris and decorations and the refrigerator, ovens and cabinets empty)
- Close the fan above the stove if you used it
- Brooms, etc., are located in the closet in the foyer outside the kitchen
- Tables, chairs, caterers' items, if not removed at the end of your event, can be picked up by 10 a.m. the following morning unless other arrangements are made in advance
- **The garbage dumpster is at the rear of the driveway, behind the gate and is for garbage only NOT recycling**
- Please empty all trash receptacles from the kitchen and restrooms and put all garbage in the dumpster and be sure the lid is closed. If the capacity is insufficient, leave the tied garbage bags in the kitchen.
- **Do not leave any garbage outside or the raccoons will make a mess**
- The recycling container is next to the dumpster. You can commingle cardboard, glass and metal containers in there. Do not put recycling in the garbage dumpster,
- Please do not leave litter in the yard or driveway around the Hall
- Do not use confetti, sparkles, etc. Biodegradable substitutes such as birdseed, rose petals, etc. are ok
- Please remove any exterior decorations and/or signs
- **Be sure to turn off all lights as noted above and check that all windows and doors are closed and locked including those in the bathrooms**

Restrictions

- **Smoking is not permitted in the building**
- The use of open grate grills and smoke or fog making machines is prohibited

EMERGENCIES

There are fire extinguishers on the stage and in the kitchen and in the balcony

- IN CASE OF EMERGENCY call: 911 non-emergency Bedford Police call: 241-3111
- **The Historical Society during office hours: 234-9751 – non-office hours: (914) 924-9099**
- Ben Branch, Properties Consultant: 241-0342 or cell (914) 582-5079



The Bedford Store, 612 Old Post Road, PO Box 491, Bedford, NY 10506
www.bedfordhistoricalsociety.org