

# Thank you for choosing Historical Hall

608 Old Post Road – Bedford, New York 10506 - (914) 234-3056

## Keys & Entry - Please return your key promptly after your event

- Your key opens the driveway side door of the building. To keep this door open, use the hook on the building
- All other doors can only be opened 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 side door is inside & to the left of the side door – press down on the pad to use the dimmer.
- 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
- Light switches for the chandelier and balcony are on dimmers. Be sure to lower them all the way until they “click” off.
- **Please turn off all lights when you leave. Exit signs will remain on by law**
- Separate switches operates the floor receptacles and the outlets on the balcony columns.
- If you lose power in an area, call the office (914) 234-9751 or cell phone (914) 924-9099 / (914) 419-3950 for instructions (*You may need to redistribute your electrical needs and reset a circuit*)

*Town Law, Subsection 83.6, dictating noise restrictions, provides that sound levels in excess of 65db, (i.e., **live music**), cease by 11:00 PM. on Sunday through Thursday nights and by 12:30 AM on Saturday or Sunday mornings. In deference to our neighbors, please keep the doors 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. To change temperature, press up/down arrows to desired temperature and it will remain steady then auto reset at midnight (DO NOT PRESS “HOLD” and leave the fan on “AUTO” – you will lose your deposit)
- 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. The air conditioner 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 or lean tables/chairs against the walls or columns
- **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**
- Instruct your caterer and party rental company to stack party supplies on the floor

## Appliances & Kitchen Care

- Do not use the grill on the stovetop. Do not use anything abrasive (sponge or cleanser) when cleaning the stovetop or oven, or on the metal shelving
- If you remove racks or change the position of the racks in the refrigerator or oven, please return them to their original positions after your event

## 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.*)
- Any commercial vehicles must be parked in the side driveway or elsewhere
- No vehicles may be left in the driveway Monday or Tuesday night as garbage pick-up occurs Tuesday & Wednesday mornings

## Signage

- Town law prohibits signs on any part of the Village Green including the small triangle in front of the Hall
- You may post one tasteful sign, no larger than four feet by three feet directly in front of the Hall

## Clean-Up, Garbage & Leaving the Hall

*You must bring your own garbage bags & leave the Hall broom clean*

- **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)
- 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, must be picked up by 8 a.m. the following morning unless other arrangements are made in advance
- A cleaning crew arrives the following morning to clean for the next event
- The garbage dumpster and recycling dumpster are located at the rear of the driveway, behind the gate
- 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.
- Please use the recycling container next to the dumpster for glass, metal containers, plastic containers coded 1 - 7, paper products and cardboard products. Flatten all cardboard and place recyclables loose in the dumpster – no plastic bags!
- **Do not leave any garbage outside or the raccoons will make a mess**
- Please do not leave litter in the yard or driveway around the Hall or cigarette butts
- 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, fireworks and/or smoke or fog making machines is prohibited – it will set off the smoke detectors, the Fire Department will come and you will be charged

## 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
- Sophia Bernier – (914) 419-3950



*Bringing history to life*

[www.bedfordhistoricalsociety.org](http://www.bedfordhistoricalsociety.org)