

## **FLAX BOURTON HUB**

Codes to access the keys/hall, plus an emergency contact number will be emailed to you approx. 3 weeks before your hire date.

### **ARRIVAL**

There are two key boxes on one of the supporting posts outside the main entrance to the hall.

**Top box**            Contains front door key

**Bottom box**       Contains both front door key  
                         & keys to access locked corridor & storage rooms

### **To Access the Keys from the Storage Box**

1. Pull the covering flap down from the top.
2. Line up xxxx on the BOTTOM row of numbers.
3. Press the two buttons on either side of the key-box to flip the front down and access the key.

### **Switching the Alarm On & Off**

The alarm control panel is on the wall to the right as you enter the building.

Tap in xxxx to disarm the alarm.

### **DEPARTURE**

To set the alarm on departure tap in xxxx followed by the 'tick' button.

Exit the building & lock the front door.

Return the keys to the relevant storage.

Ensure to amend access code so that the keys cannot be accessed.

## **Heating**

The heating is automatically set to come on for your booking. The thermostat is located on the wall to the right as you enter the main hall.

## **Kitchen Equipment**

Please let the Bookings Co-ordinator know if you would like access to the additional crockery and kitchenware. Any breakages may be charged for.

For larger bookings there will be an £80 damage deposit that will be invoiced with the hire charge for the venue. This will be returned the day after the booking (once no breakages confirmed). Please see 'Hall & Kitchen Facilities' in the documentation section of our website for more information on what is available.

## **Chairs & Tables**

You will find 45 chairs and 14 (10 large, 4 small) trestle tables in the main hall. An additional 105 chairs and 12 large round tables are stored in the side corridor. IF YOU NEED MORE THAN 45 CHAIRS OR THE ROUND TABLES FOR YOUR BOOKING, PLEASE PROVIDE ADVANCE NOTIFICATION SO THAT WE CAN PROVIDE THE CORRECT ACCESS CODES.

If you have any queries, or there is anything that is not covered within this document, please contact the Bookings Co-ordinator via email.

**We hope that you enjoy the hall.**

**Any feedback would be appreciated.**