

# Opening and Closing the Hall



## CAR PARK GATES

Unlock gates with the code supplied in your booking confirmation.

## HOW TO OPEN THE HALL

If it is dark, lights will come on automatically.

### Open the Key Safe

The key is in a **Key Safe on the wooden panel to the right of the main entrance door.** 



1. Pull down the black cover
2. Slide central '**Clear**' button downwards 
3. **Enter code** you were given in your booking confirmation
4. **Turn black knob half a turn to the right**: the safe will open
5. **Take keys from the hook** (for front door & key cabinet\*)
6. **CLOSE SAFE** - Turn the knob to the left.



### Unlock the main entrance door

1. **Insert door key** - one turn to unlock
2. **PRESS Automatic Door Opening Pad** on the wall. **DO NOT OPEN THE DOOR MANUALLY** as this can cause damage.
3. You will hear the **intruder alarm start to beep**.

### Unset the Intruder Alarm

The small white alarm control panel is on your right on the wall (not the large grey fire alarm).

1. **Pull down the flap**
2. **Enter the four-digit code** you were given in your booking confirmation

The Hall is now unlocked and ready to use. All corridor lights come on automatically.

**The MAIN HALL DOUBLE PATIO DOORS have a key permanently in place and must be unlocked during use as this is a FIRE ESCAPE.**

PTO for info on Key Cabinet and Closing Hall...

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\* **Key Cabinet** is in the entrance hall and contains keys for doors, windows, lockable store room, both sheds and cleaner's store.



**it is your responsibility to lock up after use.**

## HOW TO CLOSE THE HALL

Please...

1. **Ensure you have swept all areas** / wiped down and cleaned up any mess
2. **Take away your rubbish**
3. **Collect all your belongings outside** ready to lock up
4. **Sign the visitors' book and record number of people attending - and please** let us know if anything wasn't right or if you broke anything during your visit, plus any other comments.

### Set the Intruder Alarm

1. Pull down the flap
2. **Enter the four-digit code** you were given in your booking confirmation
3. You will hear the alarm start to beep
4. Close the flap

**Leave the building - Lock the door** - you will have plenty of time!

**Put the key back in the key safe** using the same process as before:

1. Pull down the black cover
2. Slide the '**Clear**' button downwards
3. **Enter the code**
4. **Turn the black knob** half a turn to the right
5. **Put the key back on the hook**
6. **CLOSE THE SAFE.** Turn the knob to the left



**CLOSE and LOCK THE CAR PARK GATES** as you leave.

We hope you enjoyed your visit. Thank you.

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