

VILLAGE HALL ACCESS: INSTRUCTIONS FOR HIRERS

These instructions apply to all non-regular hirers of Hartpury Village Hall. Separate arrangements apply to regular weekly or monthly hirers.

Approximately a week before your booking you will receive two numeric codes; one of these is a 4-digit code for you to access the building, while the other (which is usually a 5-digit code) is used to disarm the intruder alarm on entry and to re-arm it prior to leaving the building at the end of your period of hire. Please note that these codes are for the exclusive use of the person making the booking.

IF YOU HAVE NOT RECEIVED THESE CODES WITHIN 72 HOURS OF THE COMMENCEMENT OF YOUR BOOKING, PLEASE CONTACT US.

HOW TO ACCESS THE HALL BY USING THE KEYCODE



You will see this keypad to the left of the front door. All you need to do to access the hall is to enter the 4-digit access code into the keypad. This will unlock the door and you will be able to enter. You will then need to disarm the intruder alarm (see below).

DISARMING THE INTRUDER ALARM

To the immediate right of the front door, in the entrance foyer, you will see this panel. (Please make sure that you are using the correct panel, and NOT the larger fire alarm panel to the left of the kitchen door.) Enter the code which you have been given for the intruder alarm AND THEN PRESS THE "YES" BUTTON AT THE BOTTOM LEFT OF THE PANEL. This will disarm the alarm.



PLEASE NOTE THAT THE ALARM CODE IS **NOT** THE SAME AS THE CODE WHICH YOU HAVE JUST USED TO ENTER THE BUILDING!!!

ENTERING AND LEAVING THE BUILDING DURING YOUR PERIOD OF HIRE

Once the intruder alarm has been disarmed, the front door will remain unlocked and you will be able to enter and leave the building as required. If you wish to lock the front door while you event is taking place, you can do so by turning the catch on the door itself.



WHEN YOU ARE READY TO LEAVE

Before leaving the hall, you must re-arm the intruder alarm. The process is exactly the same as the process which you followed to disarm the alarm when you entered. Enter the alarm code which you have been given and then immediately press the "YES" button. **Please make sure once again that you are using the alarm code and not the code for the main door which you used to enter the building itself in the first place.**

The alarm warning will start to sound, and you should now leave quickly through the front door. The door should automatically shut behind you, but if necessary you can give it a helping hand. Wait for the alarm sounder to stop, and you should then immediately hear the magnetic lock engaging on the front door. Check that the hall is locked before leaving.

If you need to re-enter the building (for example if you have forgotten something) you will need to repeat the above processes as necessary, but please beware that your door entry code will normally be time-limited and will not normally work if your period of hire has already ended.

CONTACT DETAILS IN THE EVENT OF PROBLEMS

EMAIL: info@hartpuryvillagehall.co.uk

Booking Secretary: Susan Knox, tel: 01452 700882 / 07817 232276

Alternative contact: Ken Jollans, tel: 01452 700054 / 07596 142796