



Begbroke Village Hall
3 Begbroke Lane
Begbroke
OX5 1RN

New door lock security system

Dear Hall User/ Hirer

New Door access

We have a new door locking system fitted to the front door at the village hall, which should allow easier access. The System uses a Magnet to hold the door locked and a keypad that once you enter your unique access code, it will release the magnet and allow the door to open.



To Enter: when you arrive at the front door you will see the silver keypad on the left-hand side of the door. Enter your unique code into the keypad, this will release the door, pull it to open. The door will lock again when closed behind you, this does mean the door will always be **locked** when closed. You will need to let your participants in or leave the door open to allow free flow during your meeting times. Your code will only work for 15mins before and after your booking (unless you have contacted us for specific for more

time)



To Exit: press the exit button on the right-hand side of the door, this will release the door, it will automatically lock behind you, No need to enter a code to lock up, just ensure the door is closed and secure to the magnet.



In the event of an emergency, press the break glass panel, which will permanently release the door and allow the door to stay unlocked until emergency services arrive.

Any issues with accessing or locking the building please press the ring doorbell or phone:

Mike – 07793536544

Bruce – 07856741033



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New Fire detection and alert system.

We have had a new fire alarm system fitted, the system covers all areas of the Village Hall and the Playgroup building, this has been fitted to keep the building and all building users safer.

The alarm will only sound upon detecting smoke or when the call button is pressed by a person finding a fire to alert other of the fire.

If the alarm is sounding, evacuate the building and call 999 (if a fire / smoke sighted)

If you think / know someone in your party has accidentally pressed a call button please call Mike - 07793536544 or Bruce – 07856741033 to come and reset the system.

Thank you for your time

Yours sincerely

Begbroke Village Hall Management Committee