

## FLAX BOURTON HUB – Useful Info for the day of your hire

**Codes to access the keys/hall plus an emergency contact number will be emailed to you shortly before your hire date.**

### On arrival

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

Top box – Front door key only

Bottom box – Front door key plus keys to access side corridor and storage rooms

**IF YOU ARE HIRING GLASSES/CROCKERY/UTENSILS YOU WILL NEED TO BOOK THIS FACILITY WITH US IN ADVANCE. YOU WILL THEN BE PROVIDED WITH A CODE TO ACCESS KEYS FROM THE BOTTOM KEYSTORE WHICH WILL ALLOW YOU ENTRY TO OUR STORAGE ROOMS.**

To access keys from the key stores:

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 keybox to flip the front down and access the key

### Switching off/on the alarm

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

Tap in 'xxxx' to disarm the alarm.

To set the alarm on departure tap in 'xxxx' followed by the 'tick' button. PLEASE NOTE THAT YOU CURRENTLY HAVE TO TAP THE 'TICK' BUTTON TWICE TO SET THE ALARM.

### Heating

To turn up the heating, please alter the thermostat located on the wall leading to the side corridor (opposite the main entrance to the kitchen). Individual radiators can be turned up/down as required. Please reset the thermostat to 10 degrees at the end of your hire.

### Hire of kitchen crockery/utensils/glasses – Full access by arrangement.

In addition to what is available in the kitchen, you will find crockery/utensils/glasses in the first room on the left as you enter the side corridor. Accessing the set of keys in the bottom key store will ensure that you have full access on the day of your booking.

Please see 'Hall & Kitchen Facilities' in the documentation section for a full list of what is available.

There is an opportunity on the online booking form to request this facility. Otherwise please email [bookings@flaxbourtonhub.org](mailto:bookings@flaxbourtonhub.org) no later than one week before your booking date

### Chairs

You will find 25 chairs in the main hall plus an additional 25 in the cupboard at the back of the hall. An additional 100 chairs are stored in the second room on the right in the side corridor. **IF YOU NEED MORE THAN 50 CHAIRS FOR YOUR BOOKING WE WILL NEED ADVANCE NOTICE.** YOU WILL BE PROVIDED WITH A CODE TO ACCESS KEYS FROM THE BOTTOM KEYSTORE WHICH WILL ALLOW YOU ENTRY TO OUR STORAGE ROOMS.

### Cleaning

You will find a broom, mop & bucket and vacuum in the cleaner cupboard (in the meeting room at the end of the hall)

Surface wipes, sponges and other cleaning products are kept under the sink in the kitchen.

Please note that linen including tea towels are not provided.

### On departure

Please make sure that:

1. The hall is left as it was found, in a clean and tidy condition
2. Any furniture has been returned to its original position
3. Windows are shut and locked
4. All lights are switched off, including storage areas and toilets
5. Thermostat is reset to 10 degrees
6. All rubbish and recycling is removed from the premises
7. The alarm is set, door locked and the key is returned to the key box

### Other info

You will find a window key on the shelf on the right as you enter the main hall

The kitchen shutters are not locked. Please see the note attached to the shutters explaining the easiest way to open them