

## 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

### Car Park Barrier Code

If a high-top vehicle needs to enter the car park you will need to remove the car park height restriction barrier. Enter the code xxxx - you will need to put the numbers in and then press the button to release the lock. Please ensure that return the barrier at the end of your hire.

### 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.

### 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. To alter the temperature, please follow the instructions attached to the wall. If you have turned the thermostat up, please turn it down before opening any windows and ensure that you have reset the thermostat to its original temperature settings at the end of your hire.

### Hire of kitchen crockery/utensils/glasses – Full access by arrangement (additional charge £25)

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/tables

You will find 45 chairs and 14 trestle tables in the main hall. 10 tables are 1830mm x 760mm x 700 high. The additional 4 are more suited to children: 1220mm x 760mm x 546mm high.

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 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

It is very important that you leave the hall and facilities as they were found for the next hirer, in a clean and tidy condition with all furniture and kitchen items returned to their original location.

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.

For hygiene reasons linen, dish cloths and tea towels are not provided.

Please remove all rubbish at the end of your hire.

**If you would like Flax Hub to organise a cleaner for immediately after your event, there is an additional fee of £50. Please note that this will be for general cleaning only i.e. mopping floors, cleaning the toilets and wiping down surfaces. All other clearing/tidying and the removal of waste is still the responsibility of the hirer. Please contact [bookings@flaxbourtonhub.org](mailto:bookings@flaxbourtonhub.org) AT LEAST 1 WEEK IN ADVANCE OF YOUR BOOKING DATE to book this service.**

**If additional cleaning is required but not booked in advance, your deposit will be retained and/or a higher cleaning fee will be charged.**

### 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. All kitchen items have been washed/dried and returned to their original location
4. Windows are shut and locked
5. All lights are switched off, including storage areas and toilets
6. Thermostat is reset to 10 degrees
7. All rubbish and recycling is removed from the premises
8. The alarm is set, door locked and the key is returned to the key box

### Other info

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

Free WIFI is available at The Hub. The login details are attached to the wall in the main hall.