

Information for Infrequent Users

You will have been issued with a key for unlocking and locking the main door. **After completion of the hire please ensure the key is returned as directed or to the address on the key fob.**

To unlock/ lock the Hall

All access doors have 2 locks and the locking process is easier if you attempt the bottom lock first. When the latch releases or reseats into the door frame you will hear an audible 'snap'.

To switch off the entry alarm

Immediately after unlocking you need to switch off the intruder alarms. Go to the key pad on the wall on your left as you enter the main door, or to the right in the Star room (flip down the hinged cover on this one to reveal the keyboard). **Key in the code** ___ ___ ___ to turn off all intruder alarms. For everyone's security please **do not reveal this code to anyone else.**

Keys needed for equipment within the Hall are in a key box located in the Kitchenette on the right, opposite the main entrance. The key box is in lower shelf of the top RH cupboard. The key for this box is kept in the back section of the cutlery tray in the third drawer on the left.

Leave that key in box's lock until after you replace the keys at the end of the hire. Also leave all internal/ equipment keys in their respective locks until end of hire then return them to key box

The outside lights go on automatically at dusk and off at a preset time (circa. 23.00)

If they are not on by dusk or if they have switched off before everyone has left you can override the controls. Go into room marked **private** to the right of the stage. Immediately opposite the door there is a beige/grey electricity consumer box on the wall. On the right side of boxes find the white override switch, and activate the switch.

ALWAYS CONSIDER THE NEIGHBOURS REDUCE NOISE AFTER 22.30

A detailed guide to the hall's facilities and equipment is in the key box in the kitchenette

Instructions for lighting oven and hob, and using the **dishwasher**, are in the guide and displayed by the appliances. Gas for the stove will not come through unless the overhead vents and the gas switch behind and to the right of the cooker are switched on first.

Sound System Controls are in the cabinet on the stage immediately to the left at top of the stairs

Main hall microphones and projector controls are in metal boxes to the side of the system

Loop system microphones for the other rooms are in pouches under the kitchenette key box.

Heating levels and Ventilation

Heating should be controlled by the radiator thermostats adjustment **ONLY (reset radiator valves to IV before leaving)**. Ventilation controls are in the guide. **(Switch off before leaving)**.

Smoke and Fire Alarm

No candles, night lights, or other flames are allowed in the building. Very slight smoke/heat levels set off the Fire Alarm. If it does go off, and you know there is **no emergency**, the alarm and buzzer can be silenced by following the Fire Alarm Instructions in the lobby by the door.

IMMEDIATELY notify Canon Security of a false alarm as in the instruction.

At the end of Hire you must

Leave all surfaces and floors clean. Return all tables to trolleys, leaning tables onto side of the trolleys. Return chairs to correct storage: 32 in GT room, 12 in Star room, 8 left of stage, the rest in the store. Lock all equipment and boxes and **return all these keys to the key box**. Relock all windows. Turn out all lights (Don't forget lights on outside override, Stage, Star room and disabled toilets; the main lobby toilets are sensor controlled, as are the main store and store passageway) There is a **Comments book** in the Main Kitchen. Please add any observations that you may wish to make, particularly if it may improve our running of the building. We hope everything was satisfactory

To reset the alarm when finally exiting the Hall

Key in the code again into the Premier alarm pad nearest your exit door

Answer the question that comes up on the screen by pressing YES button (bottom left).

After this there is an audible bleeping sequence that is normal during which **you have 1 minute to switch off the lobby light or Star room light, exit, close and lock the door.**

. DO NOT GO HOME WITH ANY INTERNAL KEYS IN YOUR POCKET

Finally turn the outside door key in both the upper and lower locks

At end of hire please destroy these instructions and return the key as directed