



ACCESSING THE BUILDING



The key for the Hall is in the key safe by the front door.

The code for the key safe is currently 1962. It is regularly changed.

Line the numbers up with the horizontal mark and then grip the silver-coloured sides of the safe with your thumb on one side and fingers on the other and pull the top towards you. It is stiff and requires a firm grip.

You must open both door locks to go in. Pull the door towards you to make turning the keys easier.

When you leave secure the building, close all the fire doors, the kitchen hatches, the windows and all the fire exits.

Place the key back in the black plastic drawer in the key safe, firmly close the door and muddle all the numbers. Slide the cover up to cover the numbers.

If there is another booking straight after the session and the hiree arrives before you leave you may hand the key and responsibility for the Hall's security to them.

In the event of a problem with access, there is a spare key kept at 17 Beech Drive Llanigon HR3 5TQ. It's the street of new homes on the right (coming from Hay) just before the Village Hall. 17 is at the bottom of the street in the cul-de-sac on the right.

You can contact Will on 07870 572 230 or Colin on 07737 421 703 if you have a problem getting in.

Please **do not share the key code** – this information is only for those hiring the Hall.

There is a set of instructions for operating the heating and lighting etc on the wall of the Entrance Hall.