

## **KEY SAFE INSTRUCTIONS**

The key safe is housed in the box fixed to the outside wall of the small hall by the doors. Once inside the box you will be presented with the front panel of the safe. Key in the 4 digit combination provided, as you would on a touch tone phone followed by '✓' The safe will beep as you press each key and play a little tune once the correct combination is entered. If instead you hear two or three beeps then the incorrect combination has been entered. Please try again.

The safe contains a key for each of four doors – the main front doors, the small hall doors, the kitchen door and the door to the rear of the building (on the recreation ground side) which gives access to the Back Room. **ONLY TAKE THE KEY(S) YOU REQUIRE FOR YOUR BOOKING** – there may be another booking which coincides with yours or runs immediately afterwards, and if you have removed the key they require, they may have to interrupt your booking.

Combination – You will be provided with the key-code combination applicable to your hiring by the treasurer prior to your booking. For security reasons the combination will be changed regularly, so it is possible that the combination you used on one hire would not work for the next. If you are hiring the hall more than once, please ensure that you have the relevant codes for each hiring.

**AFTER THE HIRING PLEASE RETURN THE KEY(S) TO THE SAFE**