

Old Sarum Community Centre
Pheasant Drive
Old Sarum
Salisbury
SP4 6GH

Dear User,

Thank you for your booking.

Please find enclosed the key and fob for entering the centre and locking up afterwards. The fob is for disarming and also setting the intruder alarm system.

To enter the centre:

- Unlock main door (alarm will then start sounding) – door may need a wiggle to unlock
- Hold fob over the 'PROX' symbol on keypad (**on left wall next to fire alarm system**)
 - Display will then ask if you wish to disarm the system
- Present the fob again over the 'PROX' symbol and alarm will now disarm

Once all guests have arrived, please make sure main door is locked for security reasons.

If your guests need to go outside, they can do this using the emergency exit in the room you are occupying, ensuring they are shut when leaving.

Please note – any items stored within the hall cupboards (other than tables and chairs) are NOT to be used in any circumstances as these are not owned by the centre.

Can we please remind you that the centre must be left in a clean and tidy state.

- Floors must be swept
- Any rubbish to be taken home with you
- If food and drink consumed, floors must be mopped to remove any spillages (brooms and mops kept in cupboard next to Halls A & B)
- All lights to be switched off when leaving

To lock up the centre:

- Make sure entrance door is closed
- Present fob over 'PROX' symbol
 - Display will ask if you wish to arm the system
- Present the fob again over the 'PROX' symbol and alarm will begin
- Exit and lock main door (door may need a wiggle to lock). Alarm will then stop making a noise. Please note there is only a short amount of time to do this last step before the alarm starts going off

Once locked up, please pop the key and fob in the postbox on the wall next to the main door. These will then be collected within 24 hours.

Once the centre has been inspected, your deposit will be returned to you within 7 days following the date of your party. Should there be any damages or you fail to clean the hall(s) to a reasonable standard – this will be discussed with you and we may deduct the cost for repair/ cleaning from your deposit.

Thank you for your assistance. I hope everything goes well.

Yours sincerely,

Cathii

On behalf of the management group