**Snitterfield Village Hall**

**COVID-19 Re-opening Questionnaire**

In order for Trustees to make a robust plan of action in readiness for any proposed opening of Village Halls by the Government, it would be extremely helpful if you could complete and return the following questionnaire by 15th August 2020. This can either be via email to Tony Moon: [a.g.moon@btinternet.com](mailto:a.g.moon@btinternet.com) or paper versions can be delivered to Tony at Bramble Cottage, Bearley Road, Snitterfield (next to the Village Hall)

**Please note that under current guidelines, the hall can only be hired by groups of up to 30 people.**

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel: Mobile Tel:

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| --- | --- | --- |
| **Please tick appropriate answer** | | |
| 1 | How likely are you to return to use the hall? | Yes  No  Maybe |
| 2 | If you wish to return when would you consider returning? | Sept  Oct  Later |
| 3 | When you return would you wish to hire the hall for normal sessions or would you like something different? If different, please add details: | Normal  Different |
| 4 | Which day of the week do you prefer to hire the hall? |  |
| 5 | What is your preferred time for hire?  **Must include time for:**   * **set up** * **pack away time** * **sanitisation of groups personal equipment stored at hall** | From  To |
| 6 | Can you be flexible with hire times? | Yes  No |
| 7 | If only a morning, afternoon, or evening slot is available which would you prefer? | Morning  Afternoon  Evening |
| 8 | Which rooms are required?  Please note – rooms not required will be secured from entry and the management committee may exclude the use of the rear room. | Main hall  Small/rear room  Kitchen  Toilets  Store |
| 9 | Premises equipment needed.  Specific numbers will enable efficient use of your time to clean after use and also of the cleaner's time. | Number of Chairs  Number of Tables  List specific kitchen equipment |
| 10 | All equipment stored at hall will need to be sanitised before and after use and will be the responsibility of the hirer to ensure this takes place after every session. | Name of person taking responsibility  ……………………………… |
| 11 | Will Group require use of Car Park | Yes  No |
| 12 | Any further comments: - | |

**PLEASE NOTE:**

1. The hall will be cleaned thoroughly once a week by the hall cleaner, including floors. The hiring group will be responsible for cleaning surfaces used regularly before, during and at the end of hire. Sanitiser or soap and water will be available on entry and exit to the hall
2. Access will only be allowed during the specific time of hire.
3. Persons waiting to collect hall users should adhere to social distancing at front of the hall or remain in their vehicle.
4. A group risk assessment will be required for hall usage; a sample is provided
5. Isolation facilities will be available in rear room.
6. The hire charge of the hall will remain the same as before the outbreak. All organisations and groups will be given due warning of any increase.
7. All hall users will be asked to keep records and contact details of everyone attending each session for a minimum of 3 weeks (21 days) after the event, which can be used for Test & Trace purposed if necessary.

To comply with Government advice, the Village Hall Trustees wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities.

A risk assessment will be available but may be subject to change at any time in line with Government and Village Hall Guidelines.

If you have any queries please do not hesitate to contact a member of the hall committee