



**Village Hall  
Parsonage Road  
Berrow  
Somerset  
TA8 2NL**

Company Number: 8199454

21<sup>st</sup> July 2020

Dear Group Organiser

We have been reviewing Government guidelines in conjunction with the ACRE publication following the amendment of regulations governing the re-opening of the Village Hall. There are many procedures which we will need to adopt but nevertheless we are pleased to be able to reopen the Hall on Tuesday 1<sup>st</sup> September.

To enable groups to operate within social distancing guidelines, we have reduced the maximum numbers allowed in each room. Numbers presently allowed will be a maximum of 30 for the main halls and 15 for the large meeting room. The implications of these restrictions are that some Groups will need to hire a larger room or alternatively restrict their numbers. The Willow Room (small meeting room) will be unavailable for hire so that it is ready for use as a holding room should someone become unwell while at the Hall. If your group's numbers cannot be accommodated in your usual room we will book you into the larger room at your usual charge.

At present we have left repeat bookings as they were before the close down but we do need you to reconfirm when you will be starting again. When we have had your reply we will contact you again to confirm your booking time as these times may need to change to accommodate room changes and also provide the opportunity for you to clean facilities used between each hiring.

We have attached appendices which gives further information and explain how the Hall will operate. Please review these to ensure that you are able to comply and wish to. Please also let us know your own Group procedures to enable us to be sure that they do not conflict with the Hall rules.

We also enclose a re-opening questionnaire and should be grateful if you would complete this and return to us by 14th August. **Unfortunately if we do not hear from you we will have to suspend your booking to enable us to follow Government regulations.** We are aware that some of the activities in the Hall are not yet permitted but please complete the questionnaire as these restrictions may well have been lifted by the 1st September.

You will be aware of the vital importance of Track and Trace and we do require you to keep a register of all attendees at each meeting and their telephone numbers for onward transmission if subsequently needed

Yours faithfully

Berrow Community Association Limited