

Berrow Community Association Limited

COVID-19 Re-opening Questionnaire

In order for the Directors to make a robust plan of action in readiness for the re-opening of the Village Hall it would be extremely helpful if you could complete and return the following questionnaire by 14th August 2020. This can either be via email or paper versions can be left at the Village Hall post box.

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel: Mobile Tel:

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?	Normal Different
4	Which day of the week do you prefer to hire the hall?	
5	What is your preferred time for hire?	From To
6	Can you be flexible with hire times?	Yes No
7	If only a morning, afternoon, or evening slot available which would you prefer?	Morning Afternoon Evening
8	Which rooms are required?	Nornen Hall Lighthouse Hall Knoll Meeting Room Toilets Store
9	Premises equipment needed. Specific numbers will enable efficient use of cleaner's time.	Number of Chairs Number of Tables

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
12	Any further comments: -	

PLEASE NOTE:

- a) **The hall will be sanitised every day by our cleaner at 08.00, 13.00, and 18.00. The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire.** Sanitiser or soap and water will be available on entry and exit to the hall
- b) Access will only be allowed during the specific time of hire.
- c) Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.
- d) Isolation facilities will be available in Willow Room (small meeting room).
- e) The hire charge of the hall will remain the same as before the outbreak. If your group's numbers cannot be accommodated in your usual room we will book you into the larger room at your usual charge.

To comply with Government advice, the Directors wish to ensure that 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.

The Village Hall uses personal data for the purposes of managing hall bookings, finances, events, and publicity.

Please tick box to indicate that you agree to us holding your data for booking purposes