



HOPTON VILLAGE HALL

COVID-19 Re-opening Questionnaire

In order for Trustees to make a robust plan of action in readiness for opening the Village Hall by the Village Hall Management Committee, it would be extremely helpful if you could complete and return the following questionnaire by2020.

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? 	July Aug 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	<p>What is your preferred time for hire?</p> <p>Must include time for:</p> <ul style="list-style-type: none"> • set up • pack away time • sanitisation of groups personal equipment stored at hall 	<p>From</p> <p>To</p>
6	Can you be flexible with hire times?	<p>Yes</p> <p>No</p>
7	If only a morning, afternoon, or evening slot available which would you prefer?	<p>Morning</p> <p>Afternoon</p> <p>Evening</p>
8	<p>Which rooms are required?</p> <p>Please note – rooms not required will be secured from entry</p>	<p>Main hall</p> <p>Kitchen</p> <p>Toilets</p> <p>Store</p>
9	<p>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.</p>	<p>Name of person taking responsibility</p> <p>.....</p>

10	Will Group require use of car park or field? Please state which area(s)	Yes No
11	Any further comments: -	

PLEASE NOTE:

- a) The hall will be cleaned between hires by cleaner. The hiring group will be responsible for cleaning surfaces used regularly at the end of hire. Sanitiser will be available on entry to and exit from the hall
- b) Access will only be allowed during the specific time of hire.
- c) Persons waiting to collect hall users should remain in their vehicles.
- d) The hire charge of the hall will remain the same as before the outbreak but there will be a surcharge (per session) to pay for all of the extra cleaning and sanitisers etc.

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