

Southbourne Village Hall. COVID 19 re opening questionnaire.

In order for the trustees to make a robust plan of action in readiness for the proposed opening up the village hall on the 7th September 2020. It would be extremely helpful if you could complete and return the following questionnaire by the 28th August 2020 this can either be via email to (karen.hayes43@btinternet.com) or paper versions can be given to Pam Dobson.

Please tick appropriate answer;

| | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1 | How likely are you to return to the Hall? | Yes No Maybe |
| 2 | if you wish to return when would you consider returning? | September October 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/s of the week would you prefer to hire the hall. | |
| 5 | What is your preferred time for hire? This must include time for set up, pack away, sanitation of groups personal equipment stored at Hall. | From To |
| 6 | Can you be flexible with hirer times? | Yes No |
| 7 | If we had only a morning, afternoon, evening slot available, which would you prefer? | Morning Afternoon Evening |
| 8 | Which rooms are required? | Main hall Sutcliffe room, Kitchen. Toilets Storage |

| | | Other- |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 9 | Premises, equipment, needed (Specific number will enable efficient use of cleaners time) Please list specific kitchen equipment | Number of chairs Number of tables Use of dishwasher |
| 10 | All the groups equipment stored at hall will need to be sanitised before and after use and will be the responsibility of the hirer to ensure that this takes place after every session. | Name of person taking responsibility |
| 11 | Will group require use of car park/ garden Please state which area | Yes No |
| 12 | any further comments | |

Please note

- a) The hall will be thoroughly cleaned once per day by the Hall cleaner.
- b) The hiring group will be responsible for cleaning surfaces used regularly and during and at the end of the hire .
- c) Sanitiser or soap and water will be available on entry and exit to the Hall
- d) Access will only be allowed during the specific time of hire.
- e) Persons waiting to collect hall users should adhere to social distancing at front building or remain in vehicle
- f) A group risk assessment will be required for hall usage.

To comply with government advice, the village Hall committee wish to ensure all users can be guaranteed a safe and sanitised environment in which to return and access our facilities. A risk assessment will be available, but may be subject change anytime in line with government and village hall guidance

The village Hall uses personal data for the purpose of managing Hall bookings

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