

COVID-19 Re-opening Questionnaire – BURTON MEMORIAL HALL

In order for the Management Committee to prepare for the proposed reopening of the Memorial Hall on or soon after 12th April 2021, it would be extremely helpful if you could complete and return the following questionnaire by 7th April 2021. This can be returned via email, or paper versions can be posted into the Hall's letterbox or 5 Burton Park, Burton.

Name of Group:

Name of person completing form:

Address:

Postcode:

Email:

Phone:

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?	April May June July Aug Sept Later
3	When you return would you wish to hire the hall for normal sessions or would you like to do something different?	Normal Different
4	Which day/s of the week do you prefer to hire the hall?	
5	What is your preferred time for hire? Must include time for: set up and pack away time including Covid cleaning 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 available which would you prefer?	Morning Afternoon Evening
8	Which rooms are required? Please note – rooms not required will be secured from entry	Main Hall Stage Reception Room Club Room

9	All spaces hired / used and equipment stored at the Hall will need to be sanitised before and after use and it will be the responsibility of the hirer to ensure this takes place after every session.	Name of person taking responsibility
10	Any other comments or questions?	

PLEASE NOTE:

- ◆ The hall will be cleaned once per day by the hall cleaner. The hiring group will be responsible for cleaning surfaces fixtures and fittings used both during and at the end of hire period. Sanitiser will be available on entry to and exit from the hall
- ◆ Access will only be allowed during the specific time of hire.
- ◆ Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.
- ◆ A group risk assessment will be required for hall usage, a sample and a blank template is provided for the convenience of the hirer.
- ◆ Isolation facilities will be available in each entrance area of the Hall.
- ◆ The hire charge of the hall will remain the same as before the outbreak for a period until the next AGM. All organisations and groups will be given due notice of any increase in hire fees.

To comply with Government advice, the Management Committee wishes to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities. A general premises risk assessment and a Covid risk assessment are both 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. **(required)**