Burton Memorial Hall

A charity registered in England and Wales no. 505018

Hirer attendance log for COVID-19 Track and Trace

IT IS A LEGAL REQUIREMENT THAT WE RECORD THE NAME & CONTACT DETAILS OF ANYONE ATTENDING ACTIVITIES IN THE HALL, ALONG WITH THE DATE & TIME OF THE HIRE SESSION THEY ARE ATTENDING. UNDER THE HALL'S COVID-19 SPECIAL TERMS & CONDITIONS, THE HIRER IS LEGALLY RESPONSIBLE FOR ENSURING THIS IS DONE.

Attendees who have used their smartphone to scan the QR code (using the Covid-19 App) on entry to the Hall or in their hired room may be exempt from inclusion in this form if the group organiser confirms visually that the QR Code has been scanned by the attendee. Otherwise attendees must be listed on this form, which should be posted into the collection box by the exit door at the end of the session. Don't forget to include date/times of your session, the no. attending, and your group name.

Form completed by (name) ..... (required)

on behalf of (insert group or activity name) ..... (required)

on (insert date) ..... **time of session** (start / end) ..... / ..... (required)

Total number of people in attendance ..... (required)

The sheets will be retained securely for 21 days in case they are required by the Track and Trace system due to a suspected COVID-19 case. After 21 days the sheets will be securely disposed of. Each sheet holds 18 names. Please print clearly.

NAME	TEL. NO.	NAME	TEL. NO.

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