

Colne Community Hall

Covid-19 Re-opening questionnaire July 2020

Appendix B

In order for the Community Hall Management Committee to make a robust plan of action in readiness for any proposed opening of Village Halls by the Government, it would be extremely helpful if you could complete and return the following questionnaire by **10th July 2020**. The filled in questionnaire can either be returned via email to: tonysteward1@btinternet.com or a hard copy can be returned to **Gable Drive, Earith Road, Colne. PE28 3NL**

Name of Group

Name of person completing form:

Address:

Postcode:

Email:

Home Tel:

Mobile Tel:

Please answer all questions below		
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? If different please specify:	Normal Different
4	Which day/days of the week did you hire the hall?	
5	What is your preferred time for hire in relation to your previous time? Must include time for: <ul style="list-style-type: none"> • set up • pack away time • sanitisation of groups personal equipment stored at hall 	From To
6	Can you be flexible with hire times?	Yes / No

7	Which rooms are required? Please note – rooms not required will be secured from entry	Main hall Small room Kitchen Toilets Store
8	Premises equipment needed. Specific numbers will enable efficient use of cleaner's time. Please state how many chairs and tables you will be using Kitchen equipment used - i.e., kettles, fridge, cooker, sinks and bin	Chairs Tables Kitchen equipment Use of dishwasher Yes / No
9	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
10	Will Group require use of the Car Park and rear grassed area?	Yes / No
11	Any further comments: -	

PLEASE NOTE:

- a) The hall will be **thoroughly sanitised each Wednesday morning**. 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) The hall will have a weekly deep clean.
- c) Access will only be allowed during the specific time of hire.
- d) Persons waiting to collect hall users should adhere to social distancing at front of building or remain in vehicle.
- e) A group risk assessment will be required for hall usage.
- f) All groups will need their own insurance cover for hire in case of a coronavirus outbreak.
- g) The hire charge of the hall will remain the same as before the outbreak. All organisations and groups will be given due warning of any increase.

To comply with Government advice, the Colne Community Hall Management 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 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