



**Wenhaston Village Hall**  
**Hall Road, Wenhaston, Halesworth, Suffolk, IP19 9EP**  
 Charity Number: CN 1001694  
 Custodian Trustees: Parish Council  
 Managing Trustees: Management Committee

**COVID-19 Re-opening Booking Questionnaire**

In order for Trustees to make a robust plan of action prior to the opening of the Village Hall, it would be extremely helpful if you could complete and return the following questionnaire as soon as possible. This can either be via email to Jane or paper versions can be left at the Post Office during normal opening hours, Mon to Thursday 9am to 1pm:

Name of Group  
 Name of person completing form:  
 Address:  
 Postcode:  
 Email:  
 Home Tel: Mobile Tel:

<b>Please tick appropriate answer</b>		
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 for your normal session?	May June Later – if so when?
3	Please re-confirm the times you wish to hire the hall? <b>Must include time for:</b> <ul style="list-style-type: none"> <li>• pre wiping with anti-bacterial cleaner (supplied) of frequently used surfaces, ie door handles, light switches etc both before the commencement of hire and afterwards (see COVID-19 Conditions of hire).</li> <li>• set up</li> <li>• pack away time</li> <li>• sanitisation of groups personal equipment stored at hall</li> </ul>	Day From To
4	Can you be flexible with hire times?	Yes No
5	If you are unable to return to your normal hire session what alternative day and time would you prefer? (this may not be available).	

6	Which rooms are required? Please refer to additional Conditions of hire and reduced capacities in these areas. Smaller groups are able to use the main hall if necessary to comply with the social distancing rules.	Main hall (max 50 people seated, 40 at tables/chairs). MS Committee room (max 6). Tardis (max 4 people). Kitchen Toilets Store (loft)
7	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 is carried out.	Name of person taking responsibility  .....
8	Any further comments:-	

**PLEASE NOTE:**

- a) The hiring group will be responsible for cleaning frequently used surfaces, prior to and at the end of hire, eg door handles, light switches, taps, tables and chairs. Sanitiser is available on entry and exit to the hall.
- b) The hall has a weekly deep clean and a shorter mid-week clean on Wednesday.
- 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) It is advisable for your group to do a risk assessment for hall usage, a sample is attached.
- f) Facilities for unwell persons waiting for a lift will be available in the corner of the main hall.

To comply with Government advice, the Village Hall Trustees have done everything possible to follow Government guidelines to provide a safe and sanitised environment in which to return and access the facilities.

An additional COVID-19 Risk Assessment is attached but may be subject to change at any time in line with Government and Village Hall Guidelines. Our existing full risk assessment is available in the Policies file in the kitchen information cupboard and available to view on line at <http://wenhaston.onesuffolk.net/wenhaston-village-hall/village-hall-management-committee/>

The Village Hall Management uses personal data for the purposes of managing hall bookings, finances, events, and publicity. Please tick this box to indicate that you agree to us holding your data for booking purposes.

By signing this form you agree that you will hire the hall in accordance with the Special Conditions of Hire during COVID-19 attached, which are supplementary to our existing terms.

Signed ..... Dated .....