**APPENDIX B**

**Swimbridge Jubilee Hall**

Registered charity no: 300983

**COVID-19 Re-opening Questionnaire**

In order for our Trustees to make a robust plan of action to re-open Swimbridge Jubilee Hall in line with Government restrictions, it would be extremely helpful if you could complete and return the following questionnaire by ……........................…….2020.

Please send to Sue Wearne, Booking Clerk either by email [swimbridgejubileehall@outlook.com](mailto:swimbridgejubileehall@outlook.com) /post: Bestridge House, Swimbridge, Barnstaple, EX32 0PY. To discuss on the phone contact 077 1425 6379.

|  |  |  |
| --- | --- | --- |
| Name of Group |  | |
| Name of person completing form |  | |
| Address | | |
| Postcode | | Email |
| Tel no | | Mobile |

|  |  |  |
| --- | --- | --- |
| **Please tick / circle 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? |  |
| 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 do you prefer to hire the hall? |  |
| 5. | What is your preferred time for hire?  **Must include time for : 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. | 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  Meeting Room  Green Room  Kitchen (currently not available)    Toilets    Store |
| 9. | Premises equipment needed.  Specific numbers will enable efficient use of caretaker’s time. | Number of Chairs :    Number of Tables :  List specific kitchen equipment :  Use of dishwasher : Yes / No |
| 10. | All equipment 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 :    .................................................................... |
| 11. | Will Group require use of car park? | Yes   / No |
| 12. | Any further comments: - | |

**PLEASE NOTE:**

(a) The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using the products supplied. Please take care when cleaning electrical equipment. Use cloths - do not spray! You must provide sanitiser for the people in your group.

(b) Access will only be allowed during the specific time of hire.

(c) Persons waiting to collect hall users should adhere to social distancing at the front of the building or remain in vehicle.

(d) A group risk assessment will be required for hall usage; a sample is available with the booking form.

(e) In the event of someone becoming unwell with suspected Covid-19 symptoms while at the

Hall, you should move them outside immediately. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the booking clerk immediately on **077 1425 6379.**

(f) 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, Swimbridge Jubilee Hall Trustees wish to ensure all users can be assured of a safe and sanitised environment in which to return and access our facilities.   The Hall’s risk assessment must be read and adhered to – the latest update is on [www.swimbridgejubileehall.com](http://www.swimbridgejubileehall.com) – it will be subject to change at any time in line with Government and Swimbridge Jubilee Hall guidelines.

Swimbridge Jubilee 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 :**

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