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| 1  Name of person completing form: Name of your group:  Address:  Email:  Home Tel: Mobile Tel: | How likely are you to return to use the village hall | Please tick your choice:  Yes  No  Maybe |
| 2 | If you wish to return when would you consider returning? | Please tick your choice:  September  October  November  December  Later |
| 3 | When is your specific hire session?  You are allowed 30 minutes for setting up and cleaning down before and after your specific hire time **only**. | Day(s)  Start Time  End Time |
| 4 | Can you be flexible with your hire times? | Please tick your choice:  Yes  No |
| 5 | Which rooms do you required? | Please tick your choice:  Main Hall  Lounge  Kitchen  Changing Rooms  Toilets  Stage |
| 6 | What hall equipment do you use during your hire. i.e. Tables, chairs etc | Please state: |
| 7 | All equipment that your group stores at the hall will need be sanitised after use, it will be the responsibility of the hirer to ensure this takes place after every session. | Name of person taking responsibility: |
| 8 | Has your group completed a Risk Assessment? | Please tick appropriate  Yes  No |
| 9 | Any further comment:- |  |

***PLEASE NOTE:***

1. The hall will be: thoroughly sanitised once a week and deep cleaned monthly. The hiring group will be responsible for cleaning surfaces used regularly during and at the end of hire. Hand Sanitiser will be available on entry and exit to the hall.
2. Access will **only** be allowed during the specific time of hire this includes setting and cleaning down.
3. Persons waiting to collect hall users should adhere to social distancing at front of building or remain in their vehicle.
4. A group risk assessment will be required for hall usage.
5. If you suspect that someone has Covid 19 during your hire session, the isolation area will be the bottom storeroom near the stage.
6. The hire charge of the hall will remain the same as before the outbreak, but there will be an extra charge added of £2 to cover the cost for the village hall providing correct cleaning products. All organisations and groups will be given due warning of any increase in hire charges in November 2020

To comply with Government advice, the Village Hall Trustees wish to ensure all users can be guaranteed a safe and sanitised environment in which to return and access our facilities.

A risk assessment of the hall 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

Signed by………………………………………………… Date…………………………………..