



Registered Charity No.275006

In order for the Trustees to make a robust plan of action in readiness for any proposed opening of the Village Hall by the Government, it would be extremely helpful if you could kindly complete and return the following questionnaire by 30 June 2020. This can be either be via email to headcornvillagehall@gmail.com or paper versions can be left at 16 Chaplin Drive, Headcorn, Kent TN27 9TN. If you wish to discuss any issues with us prior to completion of this questionnaire, please do contact Helen Anderson on 07944 668802.

Name of Group/Business:

Name of person completing this form:

Address:

Postcode:

Email Address:

Contact telephone number:

Please tick 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? (this will of course be subject to Government guidelines)	July August September October Later
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 of the week do you prefer to hire the hall?	
5.	What is your preferred time for hire? Must include time for <ul style="list-style-type: none"> • Set up • Pack away time • Sanitisation of groups personal equipment stored at the hall 	From: To:
6.	Can you be flexible with hire times?	Yes No

7.	If only a morning, afternoon, or evening slot is available which would you prefer?	Morning Afternoon Evening
8.	Which rooms are required? Please note: <ul style="list-style-type: none"> Longmeadow Hall will not be available until Monday 27 July 2020. The House Meeting Room will not be available for any exercise classes who use the floor, this is due to the carpet. 	Andred Hall Whole Andred Large Half Andred Stage End Small Kitchen Longmeadow Large Kitchen Green Room House Room Toilets Access to stored equipment.
9.	Premises equipment needed. Specific numbers will enable efficient use of cleaner's time and turnaround for hires. Please note: During the initial phase of reopening, we kindly request that you bring disposable cups, plates, cutlery etc for any refreshments that you wish to serve during your hire period. We will also only be providing plastic chairs. Our padded chairs will only be available to those who are older and infirm. You will need to contact the management team separately if you require any padded chairs.	Number of Chairs: Number of Tables: List of specific kitchen equipment: Any other equipment:
10.	All equipment stored at the hall will need to be sanitised before and after use and will be the responsibility of the hirer to ensure that this takes place after every session.	Name of person taking responsibility:
11.	Will the group require the use of the car park?	Yes No
12.	Any further comments:	

Please Note:

- a) The hall will be thoroughly sanitised between hires by our staff. The hiring group will be responsible for cleaning surfaces used regularly during and at the end of the hire. Sanitiser 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 your hire, this is to allow social distancing between hires and for any cleaning to be undertaken.
- d) Persons waiting to collect hall users should adhere to social distancing at the relevant entrance to the building or remain in their vehicle.
- e) A group risk assessment will be required for hall usage.
- f) All groups/businesses will need their own insurance cover for hire in case of a Coronavirus outbreak. Policy details will be requested and must be provided prior to your first hire.
- g) Isolation facilities will be available in the cloakroom in the main entrance foyer.
- h) The hire charge of the hall may need to be reviewed depending on your requirements.

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 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 and finances.

Please kindly tick box to indicate that you agree to us holding your data for these purposes.

Risk Assessments

As a hirer, you should already have your own general risk assessment(s) for the activity that you are running. A supplementary risk assessment for Covid-19 will be required and we attach separately a template from ACRE that gives you some guidance. If you require any help completing this, then please do contact us.

The main issues that you will need to consider are:-

Cleanliness of the hall and equipment, especially after other hires – **please note that Headcorn Village Hall are planning to carry out the cleaning of tables, chairs, light switches, toilets etc after each hire, however, you will be responsible for your own equipment that is stored at the hall.**

Managing Social distancing and especially people who may be vulnerable – **as a hirer you will need to consider how you manage your activity i.e how people can safely accommodate and how they enter and exit the building (is a one way system required using fire exits etc), refreshment making (bring your own disposable crockery/cutlery), limit numbers using the toilets etc.**

Respiratory hygiene – encourage members to use tissues and hand sanitiser and to dispose of tissues into the rubbish bin provided.

Hand cleanliness – again encourage members to use sanitiser on entering and exiting the hall and washing hands regularly.

Someone falls ill with Covid-19 symptoms – Headcorn Village Hall has designated the cloakroom in the main entrance lobby as the safe area to isolate the person whilst at the hall. Provide hand sanitisation (sanitizer/bowl of warm water, soap and paper towels). Any paper towels and tissues must be disposed of into a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into the general rubbish collection. Please ensure that you have contact details for all persons who were present that day and they should then be asked to leave the premises. The Test, Track and Trace service should be informed as well as Hall Management (Contact details: Helen Anderson On 07944 668802 or Tim Thomas on 07719 923568)

Headcorn Village Hall Capacity

Hall	Style	Capacity pre Covid	2m Rule	1m Rule
Andred Hall Whole	Theatre	300	75	150
	Using Tables	120	30	60
	Exercise		58	116
Andred Hall Large Half	Theatre	150	38	75
	Using Tables	76	19	38
	Exercise		42	84
Andred Hall Stage End	Theatre	90	23	45
	Using Tables	24	6	12
	Exercise		15	30
Longmeadow Hall	Theatre	80	20	40
	Using Tables	50	13	25
	Exercise		22	44
Green Room	Theatre	20	5	10
	Using Tables	15	4	8
	Exercise	6-8	2	4
House Meeting Room	Theatre	30	8	15
	Using Tables	20	5	10
	Exercise	8	2	4

** Exercise size based on square meterage of hall/room which is divided by 4 to calculate the 2 metre rule.

Individual hirers will need to gauge their own level of space required per person dependent on the activity provided and subject to Government Covid-19 guidelines.

