



*Stanton St Quintin  
Parish Hall*

Charity Reg: 1165682

### COVID-19 HALL USE QUESTIONNAIRE

During this period of heightened controls due to COVID-19, to enable the Parish Hall Trustees and Committee to ensure your safety during hall usage than usual, it would be helpful if you would complete this questionnaire at least **one week ahead** of your hire.

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ 'Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

Where options are presented please circle that which is appropriate	
Which areas will you require access to?	Hall Kitchen* Toilets Loft
What equipment is required?  <i>Please indicate numbers where chairs and tables are to be used.</i>	Chairs Tables Kitchen equipment*
All hall equipment is to be sanitised before and after use and it will be the responsibility of the hirer to ensure sanitising at the end of each hire session. **	Name of responsible person/hirer:
Is the car park required?	Front Rear Both Neither
Queries/Comments:	

#### NOTES:

- The hall will be thoroughly sanitised between hires by the hall cleaner.
- The hiring group will be responsible for used surfaces both during and at the end of hire – using equipment provided by the hall.
- Access is limited to the specific time of hire only.
- People waiting to collect hall attendees are to wait outside the hall or in their cars. While on hall premises all are to maintain appropriate distancing.
- Hirers are required to have performed a risk assessment for their use of the hall. The Parish Hall's own assessment can be found here.
- Hire charges are not increased despite the increase in cleaning overheads. \*\* However, where a hirer is unwilling to be responsible for cleaning relating to their hire, the Parish Hall will add a surcharge of £15 to the hire.

\* During current restrictions the kitchen is not available for use. Hirers and attendees can, of course, provide their own drinks and cups or snacks but must take all rubbish away for disposal.

**GDPR/DPA2018**

**Please tick the box to indicate your agreement to the Parish Hall holding your data for the purposes of your hire:** ☐

The Parish Hall will not share your information with a third party.  
Your data will be handled in accordance with DPA2018 (incorporating GDPR).