

Regular Hirer Covid-19 Re-opening Questionnaire



As you are aware, due to Covid-19 restrictions it has been necessary to close the Town Hall & Memorial Hall and all bookings were cancelled.

In preparation for re-opening the buildings we would be grateful if you could advise if you will require a regular booking slot in either building in the coming months by answering the following questionnaire and returning it by email

to: bookings@wirksworth.gov.uk by Monday 13th July

or by post to: Wirksworth Town Council, Town Hall, Coldwell Street,
Wirksworth, DE4 4EU

When the date for reopening has been agreed we will be in touch, please bear in mind that we will need to adhere to Government guidelines and may not be able to take bookings for all types of class/exercise straight away.

Please note that it will be necessary for room hirers to sign Covid-19 Secure terms & conditions when the booking is made and adhere to any risk assessments put in place by the Town Council. Unfortunately no former room hire days/times can be guaranteed – although we will do all we can to meet your new requests, taking into consideration that the following changes will be necessary:-

- Longer times between bookings to allow for groups to exit the building before the next arrives.
- Restrictions on group sizes.
- Restrictions on which Rooms can be used at any one time to allow for social distancing when entering & exiting the building & using the facilities

Should you have any queries please do not hesitate to contact us via email or
Tel: 01629 823408

Kind regards

Sue

Sue Gratton
Assistant Town Clerk

Organisation	
Name of Hirer	
Address	
Email	
Telephone Number	

Please complete the table below:

1.	Would you like to return to the Town Hall/Memorial Hall for a regular class/booking during 2020?	YES /NO	
2.	If you wish to return which month would you anticipate your booking starting:- please circle one month	July / August / September October / November/ December	
3.	Which Room would you like:-	Town Hall	
		Memorial Hall	
		Main Hall	<input checked="" type="checkbox"/>
		Club Room	<input type="checkbox"/>
		Ante Room	<input type="checkbox"/>
	Council Chamber	<input type="checkbox"/>	
4.	Which day of the week do you require? Please specify all required days if you need more than one booking a week		
5.	Please indicate your start time and end time to include set up and clear down. If you require more than one booking per week please indicate the required times for each day. eg. Mon 0830-1100, Wed 1900 - 2000 N.B. Caretakers will set furniture up and take down as usual.		
6.	Would you like to be advised of alternative days/times should your first requests not be possible?	Yes /No	
9.	Furniture Required:- Number of chairs: Number of tables: Anything else:		
10.	Comments/requests:-		