

# HERNE FARM LIMITED

The Leisure Centre, Crundles, Herne Farm, Petersfield, Hants, GU31 4PJ  
Telephone: 01730 266874  
Email: [manager@hernefarmlimited.co.uk](mailto:manager@hernefarmlimited.co.uk)  
Website: [www.hernefarmlimited.co.uk](http://www.hernefarmlimited.co.uk)

## COVID-19 Re-opening Questionnaire

Version 1.1

(Please Print Clearly).

In order for the Board of Herne Farm Limited to continue making a robust plan of action in readiness for any proposed opening of the Site (Halls etc) by the Government, it would be extremely helpful if you could complete and return the following questionnaire. This can either be returned via Email, Post or a Hand delivered paper version which can be left at Herne Farm Leisure Centre.

**(Please Do Not Return Photograph Copies of the Questionnaire).**

Name of Group :  
Name of person completing form:  
Address :  
Postcode :  
Email :  
  
Home Tel :  
Mobile Tel :

### Please Circle or Tick appropriate answer.

1. How likely are you to return to use the Hall bearing in mind that you may have to operate with reduced numbers as social distancing will probably be with us for some time?

*Yes, No, Maybe*

2. If you wish to return when would you consider returning?

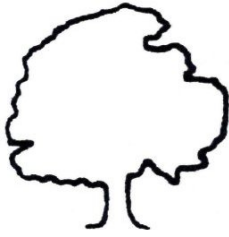
*Apr, May, Jun, Jul, Later: .....*

3. When you return would you wish to Hire the Hall for normal sessions or would you like something different?

*Normal, Different, if different: .....*

4. Which day of the week do you prefer to Hire the Hall?

*Mon, Tue, Wed, Thu, Fri, Sat, Sun*



# HERNE FARM LIMITED

The Leisure Centre, Crundles, Herne Farm, Petersfield, Hants, GU31 4PJ

Telephone: 01730 266874

Email: [manager@hernefarmlimited.co.uk](mailto:manager@hernefarmlimited.co.uk)

Website: [www.hernefarmlimited.co.uk](http://www.hernefarmlimited.co.uk)

5. What is your preferred time for Hire?

**Must include time for:**

- Set up
- Pack away time
- Sanitization of any Herne Farm equipment used in 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. Please indicate which rooms/areas are required for your Hire?

(Please Note – All Rooms or Areas NOT required will be unavailable.)

*Main Hall + ( Kitchen, Bar, or Both )*

*Main Hall for Table Tennis (including Store)*

*Mezzanine Area for Resident Table Tennis + Guest Only*

*Squash Courts (when used for activities other than squash)*

*Toilets*

9. Premises equipment needed.

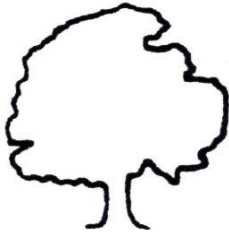
Specific numbers will enable efficient use of cleaner's time.

*Number of Chairs*            :

*Number of Tables*            :

If Kitchen required then,

*List specific equipment*            :



# HERNE FARM LIMITED

The Leisure Centre, Crundles, Herne Farm, Petersfield, Hants, GU31 4PJ

Telephone: 01730 266874

Email: [manager@hernefarmlimited.co.uk](mailto:manager@hernefarmlimited.co.uk)

Website: [www.hernefarmlimited.co.uk](http://www.hernefarmlimited.co.uk)

10. All Herne Farm equipment available in the Hall will need to be sanitized 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 / Garden?

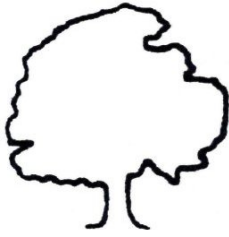
*Car Park,                      Garden*

12. We require a Risk Assessment from ALL the Hirers for their specific activities, so we can, to the best of our capabilities make the Herne Farm Leisure Centre Covid-19 Secure.

Are you able to supply us this information?

*Yes,                      No*

13. Any further comments or special needs: -



# HERNE FARM LIMITED

The Leisure Centre, Crundles, Herne Farm, Petersfield, Hants, GU31 4PJ

Telephone: 01730 266874

Email: [manager@hernefarmlimited.co.uk](mailto:manager@hernefarmlimited.co.uk)

Website: [www.hernefarmlimited.co.uk](http://www.hernefarmlimited.co.uk)

## PLEASE NOTE:

- a) The Hall will be cleaned daily first thing in the morning. If you have Multiple sessions within your booking you must clean between each session.  
The Hiring group will be responsible for cleaning surfaces used regularly during and at the end of Hire.  
Hand Sanitizers are 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 Hire.
- d) Persons waiting to collect Hall users should adhere to social distancing outside of the front of building or remain in their vehicle.
- e) A group risk assessment will be required for Hall usage.
- f) Isolation facilities will be available in [the changing room area] at back of Hall.
- g) The Hire charge of the Hall will remain the same as before the outbreak for a period to be advised.  
All organisations and groups will be given due warning of any increase.

To comply with Government advice, the Board of Herne Farm Limited wish to ensure all users can be provided a safe and sanitized 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.

Herne Farm Limited uses personal data for the purposes of managing Hall bookings, finances, events, and publicity.

Please indicate to us that you agree to us holding your data for booking purposes

*Yes,*                      *No*

Compiled by Dr C G Roffey, Director, acting for and on behalf of The Board

This document was approved by the Herne Farm Board **on 14th August 2020**

This document is due for review by the Herne Farm Board **on 14th August 2021**