

Parish Hall Re- Development Project Users Questionnaire

As part of our efforts to make the new Hall relevant and useful for our present users and for future users we would appreciate your help in supplying the following information about your group or organisation. This information will be collated and then used by our architect to achieve the best possible design.

There are no promises here as the Hall is used by a wide variety of organisations, and we must achieve a multi-functional design, but, if we have a good idea of the sort of space you are looking to rent, we can better adapt our plans to fulfil your requirements.

If you have any questions please contact Philippa Harrap 02392 355331 or nrpjhmum@aol.com or ask Sue in the office to pass on your question.

Please return this form as soon as possible to Sue in the Parish Centre office.

Name..... Contact details.....

Organisation.....

When do you use the Hall?.....

How many members belong to your organisation?

How many usually attend your meetings?Min
.....Max

What is the approximate age range of your members?

Under 5s.....

5 to 11s.....

12 to 18s.....

18 to 59.....

60 plus.....

Which room do you use at present?.....

Do you have any members that require specialist equipment or facilities? If so how many?

.....

Equipment

If you had the opportunity what special equipment would you like to store on site?

What is the largest single item you would like to leave on site?

Which items of the Hall equipment do you usually use?

What other items of equipment is desirable?

Do you have any height requirements for the space you rent?

Do you have any Lighting requirements?

Do you have any Floor type requirements?

Do you need any platforming equipment?

Do you need Wifi?

What sound equipment do you need or could you use?

What Audio-Visual equipment do you need or could you use?

Is there anything else you would add to the Hall?

Is there anything you would add to the facilities at the Hall?

Do you foresee any change in the requirements of your organisation in relation to space and provision of storage?

Access

With your regular hiring do you require access to any other rooms? Please specify which ones.

If it was possible to hire other rooms please specify which ones?

Do you need access to the Garden?

What access do you need to cleaning/washing facilities/ toilet facilities?

Kitchen

What sort of catering facilities do you require? (Food preparation and cooking; re-heating; beverages or presentation)

The Future

How would you like the New Hall to help the organisation you run?

If the New Building has two floors, would upstairs facilities meet your needs? What would be need to be provided for you to use the upper floor?

Is the room you rent currently adequate to your needs?

Would you prefer a different ambiance?(eg flooring, furnishings, décor)

Do you know of any other organisations that might be seeking rentable space and if so, what sort of things are they looking for?

Thank you for your time and effort to help make the New Hall the best it can be for future generations of users.