

SURVEY OF FACILITIES FOR HIRE FOR THE PURPOSE OF EDUCATION, SPORTS, ARTS AND RECREATION ACTIVITIES

Q1 To ensure our records are correct, please provide contact details for the person responsible for taking bookings at the venue.

Contact name

Name of venue

Street / Road.....

Village / Town

County

Postcode.....

Telephone.....

e-mail address

Q7 What is the approximate size of the main five room(s) you would have available for hire? (Please enter approximate dimensions in feet, eg 19x13ft).

Room 1.....

Room 2.....

Room 3.....

Room 4.....

Room 5.....

Q8 Do you charge for hiring this venue?

Yes*..... No.....

****Please attach details of your prices***

Q9 What facilities and services are available for disabled customers at this venue?

On-site parking.....

Level / ramped access at entrance / exit.....

Wheelchair accessible / disabled toilets.....

Accessible rooms / auditorium

Lift / chair lift.....

Doors / steps / fixtures clearly marked and easily located

Hearing loop induction system

Q10 What facilities and services are available to make this venue child friendly?

Low level toilets.....

Protected electrical sockets

Stair gates.....

High level door handles.....

Lockable doors.....

Child furniture.....

Safety glass

Other.....

About your venue

Q2 Is your venue:

Available for general public hire.. Go to Q4

Not available for public hire..... Continue with Q3

Q3 If your venue is not available for hire could you please say why this is?

Thank you. End of Questionnaire

Q4 Would you like your information included on our Halls for Hire web page at www.tunbridgewells.gov.uk?

Yes No.....

Q5 How many rooms at this venue are available for hire?

One Two Three Four Five +

Q6 How many rooms have heating?

One Two Three Four Five+

Q11 What facilities are available for use?

- Toilets
- Kitchen
- Bar
- Telephone (emergency use)
- Television
- Video
- Audio equipment
- PA system
- White screen (for overhead projector)
- Projector
- Fixed seating
- Removable seating
- Tables
- Stage
- Staging blocks
- Lighting rig
- Other

If Other, Please specify below

Q12 Is your venue accessible by public transport?

Yes No

Q13 Does the venue have parking facilities for:

Cars Bicycles

Q14 If car parking facilities, what is the capacity?

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Q18 Does this venue have a room that can be used for visual art workshops where the activity may involve using paint/clay etc?

Yes No

Sports Facilities

Q19 Does this venue have a room available for indoor sports activities?

Yes Continue with Q20

No Go to Q21

Q20 What type of flooring does this room have?

Carpet Wooden Vinyl Other

If Other, please specify below

Q21 Does this venue have outdoor areas available for sports / other activities?

Yes Continue with Q22

No Go to Q26

Q22 If Yes, please specify type of activities:

Q23 What is the approximate size of this area? (Please enter approximate dimension in metres, eg 15x13ft).

Please enter in numbers

Q24 What type of surface does this area have?

Tarmac Grass Astro-turf Other

If Other, please specify below:

Q25 Is the area floodlit?

Yes No

Dance and Drama Facilities

Q15 Does this venue have a room suitable for dance and drama performance/rehearsals?

Yes Continue with Q16

No Go to Q17

Q16 Do any of these rooms have blackout facilities?

Yes No

Art Facilities

Q17 Does this venue have a room that could be hired and used as an artist's studio? (This would require sole, 24-hour access)

Yes No

Type(s) of activities / services (Tick all that apply)

Q26 Which of the following sport and physical activities take place at your venue?

- | | | |
|--|---|--|
| <input type="checkbox"/> Aerobics, Keep fit, Dance exercises | <input type="checkbox"/> Slimming club, Weight Watchers | <input type="checkbox"/> Health club |
| <input type="checkbox"/> Bowling, Indoor/outdoor | <input type="checkbox"/> Martial arts | <input type="checkbox"/> Social dances, Dance classes |
| <input type="checkbox"/> Racquet sports (Tennis, Badminton) | <input type="checkbox"/> Yoga | <input type="checkbox"/> Ball sports (basketball, netball, volleyball) |
| <input type="checkbox"/> Football (indoor five-a-side) | <input type="checkbox"/> Rugby / Football (outdoors) | <input type="checkbox"/> Cricket |
| <input type="checkbox"/> Weight training, Multi sports, Gym | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Boxing |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Junior sport | <input type="checkbox"/> Other (Please provide information) |

Q27 Which of the following education, health and other services take place at your venue?

- | | | |
|--|---|---|
| <input type="checkbox"/> Antenatal, Baby clinic, Midwife | <input type="checkbox"/> Counselling, advocacy | <input type="checkbox"/> Day care for the elderly |
| <input type="checkbox"/> Doctor's surgery, Health clinic | <input type="checkbox"/> Educational tuition | <input type="checkbox"/> Evening classes, adult education |
| <input type="checkbox"/> Health information/promotion | <input type="checkbox"/> Homelessness Projects | <input type="checkbox"/> Homeopathy, chiropody |
| <input type="checkbox"/> Information and advice (CAB) | <input type="checkbox"/> Job club, training, career guidance | <input type="checkbox"/> Learning disabilities |
| <input type="checkbox"/> Library | <input type="checkbox"/> Playgroup, creche, after school, nursery, parent and toddler | <input type="checkbox"/> Red Cross, first aid |
| <input type="checkbox"/> Self-help groups | <input type="checkbox"/> Youth clubs | <input type="checkbox"/> Other (Please provide information) |

Q28 Which of the following arts and recreation activities take place at your venue?

- | | | |
|--|--|---|
| <input type="checkbox"/> Adult arts and crafts | <input type="checkbox"/> Bird/wildlife societies | <input type="checkbox"/> Concerts, Festivals |
| <input type="checkbox"/> Dog training | <input type="checkbox"/> Drama theatre group | <input type="checkbox"/> Filmshow, Video, Slideshow |
| <input type="checkbox"/> Flower arranging | <input type="checkbox"/> Games (Bingo, Bridge, Dominoes, Beetle Drive) | <input type="checkbox"/> Gardening, Horticultural society, Allotments |
| <input type="checkbox"/> History, Local history | <input type="checkbox"/> Model making | <input type="checkbox"/> Music activities / classes |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Wine / Wine and beer group | <input type="checkbox"/> Writer's circle |
| <input type="checkbox"/> Children's/Youth arts and craft | <input type="checkbox"/> Other (Please provide information) | |

Q29 Which of the following other activities take place at your venue?

- | | | |
|---|---|---|
| <input type="checkbox"/> Bar / catering, cafe, restaurant | <input type="checkbox"/> British Legion | <input type="checkbox"/> Brownies, Guides, Beavers, Cubs, Scouts |
| <input type="checkbox"/> Campaigning groups | <input type="checkbox"/> Community groups (Residents' associations) | <input type="checkbox"/> Councillor surgeries |
| <input type="checkbox"/> Craft fairs, community events | <input type="checkbox"/> Crime prevention meetings | <input type="checkbox"/> Darts |
| <input type="checkbox"/> Disabled group meetings | <input type="checkbox"/> Ethnic group meetings | <input type="checkbox"/> Functions (Weddings, Christenings, private hire) |
| <input type="checkbox"/> Hairdressers, Barber | <input type="checkbox"/> Nearly new shop | <input type="checkbox"/> Men's club |
| <input type="checkbox"/> Over 55s, Over 60s, Senior circle | <input type="checkbox"/> Parish Council meetings | <input type="checkbox"/> Post office |
| <input type="checkbox"/> Political group meetings | <input type="checkbox"/> Religious services, Religious meetings | <input type="checkbox"/> Sales, fairs (Car boot / table top) |
| <input type="checkbox"/> Snooker, Pool | <input type="checkbox"/> Social nights and outings | <input type="checkbox"/> Women's Institute, Ladies group, Mothers' union |
| <input type="checkbox"/> Religion group meetings, Sunday school | <input type="checkbox"/> Young farmers | <input type="checkbox"/> Other (Please provide information) |

Q30 Do you record / monitor any of the following information about users / visitors to your venue?

- Visitor numbers
- Age profile
- Travel habits (distance, origin)
- Activities used
- Use of facilities by those with special needs

If possible please attach any of the above data

Q31 Is there any restriction(s) on the uses you would allow in your venue?

- Yes..... *Continue with Q32*
- No *Go to Q33*

Q32 If Yes, please specify:

Q33 At which times of the day and week is your venue available for hire?

	08.00 - 13.00	13.00 - 17.00	17.00 - 20.00	20.00- 22.00
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q34 And at what times of the day and week is your venue regularly hired out?

	08.00 - 13.00	13.00 - 17.00	17.00 - 20.00	20.00- 22.00
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q35 What prevents you doing more with your venue?

Future plans for your venue

Q36 How do you publicise your venue and the activities?

Q37 Have you undertaken any consultation in the previous three years to find out what other uses the local community would like to see at your venue?

- Yes No.....

Q38 Have you carried out any major changes or developments in the past three years?

- Yes No.....

Q39 If Yes, please specify:

Q40 Over the next three years, are you planning either of the following?

- Introduction of new activities*
- Improvements to your building / facilities*

Q41 Please specify your plans:

Q42 Are you aware of other community venues available nearby?

- Yes No.....

Q43 If Yes, please specify below:

If there is any other information about this venue that you think we need to be aware of please provide the information on an additional sheet

Thank you for your time in completing this questionnaire. Please return using the enclosed pre-paid envelope.