

ALYTH TOWN HALL / ALYTH OGILVY ROOMS
RISK ASSESMENT FOR HALL USAGE

Activity		Location	
Organiser		Contact Email	
Start Date			
Area of hall used			
In Attendance			
Number of organisers			
Number of Public			
Number of Others			

At this time certain restrictions are still in place and we would, therefore, ask that all organisers ensure that all hall users enter and leave the premises in a responsible and safe manner.

Alyth Town Hall has been furnished with QR codes and we would ask that event organisers ensure all attendees sign in using these. The Ogilvy Rooms will still require manual attendance lists.

The committee is aware that restrictions may change at any time. But would ask that the above is adhered to until further notice.

This form must be returned to the relevant hall keeper prior to first use of any hall to allow entry to the booked space.

Signature:

Position:

Date: