Chelmarsh Parish Hall Management Committee

Bookings Secretary Role

Overview

The Hall Bookings Secretary is responsible for managing the Hall's bookings, both regular and one-off.

Responsibilities

- To respond to enquiries from people seeking to book the Hall, in accordance with the rates, terms and conditions set by the Committee.
- To show prospective hirers the Hall facilities as required.
- To send out Hire Agreements to all hirers, and ensure receipt of signed agreements and payment of hire fees before the event.
- To liaise with all regular hirers regarding their bookings and cancellations.
- To advise the Treasurer on a monthly basis of the hires which need to be invoiced.
- To check the Hall after one-off hires and ask the Treasurer to return deposits as necessary.
- To seek booking/event opportunities for the Hall as appropriate if possible.
- To attend Hall Committee meetings and report to members.

Personal characteristics and abilities required

- Reliable and efficient
- Able to use a simple booking record system (eg. spreadsheet).
- Able to use email to receive and respond to enquiries and send out hire agreements (templates from previous years provided)

Level of commitment required

On average, the Bookings Secretary could expect to spend around 4-5 hours per month on the role (c. 1 hour per week).