

### **Booking Secretary Report**

Regular bookings are strong, unfortunately we still have Wednesday and Thursday evenings free in the Main hall, so if anyone knows of anyone that would like to run a regular club it would be appreciated. We have more bookings now with the Social club running most Saturdays and every other Friday night. We also now have a film club that meets once a month on a Friday.

Please could I ask that all regular hirers either email or send in writing there required dates, dates need to be sent in time for new terms and not just assume that booking s will be done without any correspondence? . I will always confirm back by email/writing or telephone that these bookings have been made.

I have had several bookings for Children parties in the main hall and one wedding for later in the year. At present we have no private parties booked for the coming months.

I would like to thank you for your continued patience in my role as booking secretary as I now work full time it may be hard to get hold of me, you can leave a message on my home number, call my mobile or email and I will get back to you ASAP and lastly thanks for prompt payment of all your invoices.

Louise Matthews