

## **Booking Secretary Report**

Thank you for everyone's patience on the transition of my new role.

Bookings are coming in on a monthly basis, but unfortunately we have lost 3 of those bookings due to not being able to use the small hall back doors and area, which wasn't a problem in the past.

I have taken a mixture of childrens parties and christenings for the small hall. The main hall is booked later this year for a community halloween party and regular bookers are adding dates throughout the year.

Can I ask all hirers, when using the chairs from the small hall storage cupboard, they are stacked and put back properly, allowing access to the boiler and cupboards to the right hand side. Organisations also need to take note that, bookings will not automatically be put on the system each term. Dates need to be confirmed and i will email you back if there are any queries and will let you know they are booked in.

Rachel Brown