

Village Hall booking secretary role

The Booking Secretary is one of the key people at the village hall. They look after the occasional bookings at the hall. These are parties, games, meetings, etc.

The Hall now has an online booking calendar, which enables hirers to look to see if the hall is free when they want to use it.

A hirer will look at the hall diary, check to see if the hall is free, and if so, send an Email to the Booking Secretary with the booking.

The Booking Secretary will then contact the hall calendar manager to ask for the booking to be put in the diary. The slot is booked.

The Booking Secretary will then hand out hall keys just before the day of the booking to the hirer.

With the advent of the online hall diary, the job of the booking Secretary is considerably easier. A lot of the tentative phone calls asking if the hall is available on this day or that, are avoided.

An Email address and a mobile phone are provided for bookings at the hall, so booking enquiries can be handled when the Booking Secretary is ready to do it.

If you or anyone you know, is happy to take on this job for a time, please contact Derek, by email: derek.hughes@guildensutton.org.uk or tel. 01244 300185.