

Whalley Village Hall

***Due to retirement there is a vacancy for a
Booking Secretary***

Job Description

Day to day running of Regular and one-off hirers of the hall

Keeping Weekly Times Tables updated on Notice Boards

First point of call for all existing and new booking enquiries

Maintaining notice boards and website with regular hirer details

Onboarding new or one-off hirers, duties include:

showing them around premises

filling in forms for their details

negotiating type and hire cost (commercial, educational, charity etc)

Managing deposits, arranging payments up front to secure booking.

For new Regular Hirers, duties include:

emailing important Village Hall Terms & Conditions, highlighting cancellation procedures, housekeeping details etc.

Invoicing (approximately 20 hirers) at the beginning of each month.

Liaising with Treasurer regarding non-payers and following up with hirers.

Updating Regular Hirers of any changes in the running of the hall e.g. Fire Doors to be shut after their class; radiators NOT to be turned off when on timer; presence of painters & decorators when on premises, etc.

Liaising each month with a committee member who sets the heating timer for each hirer in the winter months

Liaising with Committee Members and House Management regarding cleaning and maintenance of hall

Please contact Village Hall Secretary David Meredith

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