

SHOREHAM VILLAGE HALL

BOOKINGS POLICY

Author	Ralph Abbott
Issue Date	30 December 2022
Review Date	1 December 2023

Introduction

Hall bookings are managed by a designated officer (hereafter The Bookings Manager) appointed by the Management Committee of Shoreham Village Hall.

Data Protection

This Booking System falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. The system used is fully GDPR compliant.

Charges

Charges for the various types of activity are reviewed annually by the Management Committee.

Conditions of Hire

These are set out in a separate document '**SHOREHAM VILLAGE HALL BOOKING TERMS AND CONDITIONS**' which is available on the Hall's website. These are reviewed each year.

Operation of the Bookings System

- A specialist online system (Hallmaster) is used to manage bookings.
- The Hallmaster system produces a bookings diary which is automatically reproduced on the Hall's website www.shorehamvillagehall.co.uk so that the public can check availability online.
- Regular users of the hall may book as far in advance as they like. Generally traditional days and timeslots will be respected. Effectively this means that a valued client won't lose their regular timeslots because they haven't thought to book many months into the future.
- Regular users are encouraged to book their timeslots at least six months in advance.
- Bookings other than by regular users / classes will be made on a first come, first served basis.
- The Bookings Manager will do their utmost to safeguard regular clients / classes. Exceptions may occur when:
 - ✓ The Players are preparing for a production (in which case they will need to have given at least one year's notice)
 - ✓ The hall is used for elections
 - ✓ Exceptional circumstances such as emergency maintenance

- In the event of a conflict the decision of the Bookings Manager is final.

Restrictions

The Village Hall Committee has a duty of care to all users, staff and volunteers. To fulfil that responsibility the Committee may refuse a booking where it considers that the potential hirer poses a risk to any of the above mentioned groups or the fabric of the Hall.