



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Agenda item. xx

Town Hall Bookings and Process

Report by the Deputy Mayor

1. Background

- 1.1 There appears to be confusion as to priority for booking events in the Town Hall. It will be helpful if the booking process is explained focusing on priorities and reasons.
- 1.2 I have booked the coffee morning slots and some evening function slots for my Mayoral year and have tried to book also for the Town Twinning visit in 10 months' time. There is not a possibility of having the main Hall on the dates required for the Twinning visit when the plan is to centre their visit around our Town Hall and Museum and one of the coffee morning dates on 2nd November must be in the Lesser Hall.
- 1.3 The point is that Town events such as Twinning, Christmas events and big Town events have priority over others and that Town/Civic/ Mayoral events should always be given priority.

2. Recommendations

- 2.1 It is proposed that:
 - a. Town Hall/Mayoral fundraising events are given priority over other bookings.
 - b. regular users' book and pay a term/half term ahead.
 - c. Terms and conditions explain that regular users may in exceptional circumstances be asked to give up a regular slot with the appropriate refund to accommodate:
 - a Civic event
 - wedding
 - large community event such as the Christmas market
 - Christmas activities such as the Pantomime
 - Town Twinning

Every effort to be made to tell regular hirers in advance, at the time of block bookings that certain dates will need to be given up for a Town or Council event (there is precedent for this). These large events will book well in advance and therefore the regular users will

generally have notice- there may be exceptions to this but we would hope they will be few.