

Cowbridge Town Hall Booking Procedures Report

To: The Town Hall Committee

From: Town Clerk Cathy Kennedy

Date: 2nd July 2024

Introduction

This report outlines the procedures for booking the Cowbridge Town Hall, providing clarity on the timeline and priority system established to ensure fair and efficient allocation of the facility.

Booking Timeline

Bookings for the Town Hall can be made up to 12 months in advance. This long-term booking window is designed to accommodate the diverse needs of our community and ensure that regular and occasional users alike have the opportunity to reserve the space.

Priority System for Regular Hirers

To ensure that the Town Hall is used effectively and benefits a wide range of community activities, a priority system has been established for regular hirers. The priority order is as follows:

1. Weekly Hirers

- These are groups or individuals who book the Town Hall on a weekly basis. Due to their frequent use, they receive the highest priority in the booking process.

2. Monthly Hirers

- Following weekly hirers, monthly hirers are given priority. These are groups or individuals who reserve the Town Hall once a month.

3. Quarterly Hirers

- Groups or individuals who book the Town Hall four times a year fall into this category. They are next in line after monthly hirers.

4. Occasional Hirers

- These hirers use the Town Hall less frequently than quarterly, but more than once. Their bookings are prioritised after quarterly hirers.

5. One-off Hirers

- Individuals or groups booking the Town Hall for a single event are given the lowest priority. This ensures that regular community activities have consistent access to the facility.

Conclusion

The established booking procedures and priority system are designed to maximise the use of the Town Hall and support a broad range of community activities. By allowing bookings up to 12 months in advance and prioritising regular hirers, we aim to maintain a fair and organised scheduling process.