

## **Booking Clerk Report**

Information for the period 1<sup>st</sup> April – 30<sup>th</sup> June 2024

### **Bookings Taken**

Guildroom - 85 (Classes 49, Meetings 28, Celebration 7)

Grand Hall - 25 (Events 9, Classes 16)

Old Town Hall - 9 (Meeting 7 Events 2)

Dining Room - 57 (Meeting 39, Celebration 3, Classes 15)

Council Chamber - 3 (Meetings FOC)

Garden – 7

Weddings – 4

Bookings are significantly up on last quarter and the same quarter 2023.

New Regular Weekly Hire from Sept – MooMusic – under 5s activity.

Weekly Hire (Slimming world, LTS, MLSPA & Moo Music) revenue now approx. £450, Annual value approx. £19K.

### **Upcoming Hires July – Sept, (other than recurring bookings)**

9 Bookings - celebration 6, meetings 2

Also 9 weddings during the rest of 2024

### **2025 Secured bookings (weekly, spaced recurring, & ad-hoc).**

Slimming World, MLSPA, LTS, Had Society, Hadleigh Garden club, Mason Lodges, Jazz club. 5

Weddings, 2 Celebrations, 1 Event (Paranormal).

### **Community Fundraising Activities**

Tours – two tours have been well received with very positive feedback, two further tours booked.

Hidden Gardens of Hadleigh brought a record number of people to enjoy the beautiful Guildhall Garden, sale of refreshments raised £720 it was a busy but most enjoyable day.

### **Advertising**

Social Media posts continue to raise awareness and generate enquires/bookings.

(Please could the HMFC committee “like” & “share” these posts on social media if possible.)

### **Testimonials**

Tour - Thank you so much for the tour yesterday. Everyone really enjoyed it and were amazed at the rich historical building we have in Hadleigh. I liked the little touch at the end of giving us a postcard each.

Tour – Loved the reception we were all given and the way the tour was conducted, interesting, comprehensive and clearly explained.

Regular hire - We've had a Super term thank you. Thanks so much for everything and we look forward to our return on 10th September.