

BOOKINGS CONTRACTOR STATEMENT OF DUTIES BMPH

The duties of the Booking Contractor of the Bacchus Marsh Public Hall are as listed below

- Respond to emails and phone call relating to bookings
- Show prospective hirers through the premises
- Keep an up to date booking file via Excel
- Invoice hirers for the booking fees
- Provide weekly key pick up details to Council Customer Service
- Check all hires have been paid
- Reconcile Hall Booking bank account and report to the Treasurer
- Liaise with Hallkeeper regarding post hire inspections
- Liaise with hirers after inspections have been completed
- Refund security deposits to hirers
- Assist with Hallkeepers inspection duties in their absence
- Occasional After hours opening and closing due to hirers forgetting to pick up keys
- Attend monthly meetings of Committee of Management (CoM)
- Advertise via social media
- Administrator of Facebook page
- After hours emergency call outs 24/7
- And other duties that facilitate a smooth hiring of the hall

The Bookings Contractor will be supplied:

- A Mobile Phone which the 1300 number of the Hall is forwarded to

The Bookings Contractor will need to supply the following at their own expense:

- Computer / Laptop that is connected to the Internet
- Printer
- Own minor Stationery (e.g. Stapler and staples, hole punch, paperclips, etc)

The Committee of Management will reimburse the following items:

- Printer Ink/ Toner & Paper
- Manilla folders, envelopes and lever arch files
- Postage
- The time related to After hours emergency callouts (flat fee)

The Bookings Contractor is to hold the following

- A current Australian Business Number (ABN) or ability to register one
- Public Liability Insurance (reimbursed by CoM)
- Current Driver's licence

It is estimated that the above duties take on average 10 hours per week.