

# Tavistock Town Hall

## Departmental Report October 2016

### **Bookings:**

Bookings in general for the Hall are forever growing and we are still taking bookings/enquiries for 2016 and 2017. We are now even taking bookings for **2018!** Since the last report we have received **14 new bookings.**

### **General Update:**

- **Tavistock's Pop-up Christmas Party:** On Friday 2<sup>nd</sup> December, we are hosting a Christmas Party which will consist of Mulled Wine as a reception drink, a festive three course dinner, coffee and mints. All followed by live entertainment to dance the night away.
- **Social Media Cards:** We have introduced social media cards which will be located around the Hall. This will encourage users, visitors and guests to 'tag' the Town Hall in any of their posts on Facebook, Twitter and Instagram. This is a good source of free advertising as well as giving us a better coverage on the diverse range of events that are held in the Hall.
- **Town Hall Open Day:** On a spare Sunday in January/February 2017, we are looking to organise an open day for the Town Hall, whereby the Hall will be set up as for a wedding, meeting and performance. This will give visitors an idea on what we have to offer but to also have an opportunity to see the Hall in action.

We are looking to include our local suppliers who will provide; chair covers, table cloths and table decorations etc to keep our costs to a minimum. We will also open up the Town Hall bar and provide light refreshments from our kitchen.

**Social Media update:** Facebook: 683 (increase of 4), Twitter: 854 (increase of 23) & Instagram: 117 (increase of 8)

**Licensing** – No licencing issues have arisen in the last month.

***Ross Ayling. BA (Hons)***

***Town Hall Manager***

**[townhall@tavistock.gov.uk](mailto:townhall@tavistock.gov.uk) 01822 617232**