

Tavistock Town Hall

Departmental Report July 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 **11 new bookings.**

We have a total of:

42 bookings in July compared to the 34 we had in 2015.

General Update:

- We are pleased to reveal the launch of our new promotional brochure which will be available for download on the new website. These will also be sent out to potential customers upon request via the post or by hand – **250 copies currently being printed**
- We are due to replace the carpet on the first flight of stairs as you come up to the Town Hall. The current one in place is looking tired and is overdue for a new one. This is important if we want to maintain our reputation as being a grand venue in Tavistock.
- We have experienced technical difficulties within our lift whereby the lift has been broken down for up to three weeks. The main suspension ropes have stretched causing descending balance weight to hit the buffer springs and will need to be shortened to ensure the correct operation of the over travel devices. The works have been agreed and due to take place on Tuesday 12th July.

Social Media update: Facebook: 673 (increase of 15) & Twitter: 816 (increase of 15) **we are now on Instagram: we currently have 90 followers.**

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

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