**Bookings Secretary**

To manage incoming enquiries about hiring the Band for a third party event including but not limited to:-

* Being the main point of contact for enquiries for third party bookings;
* Ensuring third parties wishing to book the band are aware of their responsibilities eg regarding provision and setting of seating, access at least one hour before performance, shelter from the weather as necessary;
* Negotiating fees in line with rates and parameters agreed with the Committee;
* Ascertaining any particular requirements regarding the programme, whilst making it clear that the MD has the final say on acceptability;
* Ensuring third parties complete a booking form and a hard copy is filed away securely in the Band room;
* Prepare and present invoices to third parties for Band services rendered
* Ongoing liaison with third party organisers eg regarding timings and other arrangements.