PN Bridge Club – Room Hire Coordinator

**Job Overview**: Manage room bookings to provide additional revenue to the Bridge Club. Ensure all care is taken to protect club facilities and no event takes place without the appropriate license.

**Responsibilities and Duties:**

* Coordinate bookings with hirers and Club President. Ensure prospective hirers are suitable, have references and understand the clubs requirements before bookings are confirmed. Keep an email trail of all transactions. Check clubrooms after events to ensure no damage has been done.

Be available on call when rooms are booked in case of issues

Liaise with club person responsible for maintenance if any problems.

* Liaise with Treasurer to create invoices for one off bookings and ensure invoices are paid in advance of the event. Liaise as required with Treasurer to manage monthly bookings
* Ensure electronic calendar is kept up to date with Bridge club events and bookings.
* Coordinate with cleaner when required. If club rooms are booked at short notice, email cleaner and bridge club as well as updating calendar
* Coordinate all alarm callouts and liaise with ADT when roster needs amending
* Coordinate suitable location for Keys pickup and return (currently with Forget Me Not Flowers ( Downtown).