

# Hanmer Springs Hall Bookings - Ballot System

## Hall booking procedure

Hall bookings will be taken up to two years ahead of the date being booked. All bookings more than 12 months prior to the booking date will be **provisional** and we will accept multiple provisional bookings for the same date (i.e. no one will be told that they can't book the date because it is not free.)

If, thirteen months prior to a booking, there are known to be two or more bookings for the same date, those bookings will be entered into a ballot to determine who will be awarded the booking. Any booking for vacant periods made after the ballot will be allotted on a first come first served basis (i.e. as it is currently).

This system retains the existing booking system on a first come first served basis but allows a ballot system to apply to any events that are planned well in advance and are likely to fall on popular dates.

## Booking rules:

### Provisional bookings

- Provisional bookings can be made up to 24 months prior to the requested booking. The provisional booking must be accompanied by the contact information of the person authorised to confirm and pay for the booking, along with the name and description of the event for which the hall is being booked.
- If the contact person fails to respond in a reasonable time to an attempted contact from Council, the provisional booking may be forfeit. Any such forfeiture will be notified using the contact information provided.
- Multiple bookings for the same event under different names will all be automatically disqualified. (To discourage 'stacking' of the ballot.)
- All people making a provisional booking must be provided with a copy of the awarding process and rules.

### Confirmation or cancellation of a provisional booking

- Provisional bookings will become confirmed or cancelled 12 months prior to the booking date.
- If there are multiple provisional bookings on the same date, the longest of the bookings will be awarded the confirmed status and the shorter one(s) cancelled. (e.g. a booking for two days will take precedence over a booking for one day, a booking for one day over a booking for an evening).
- Where there is more than one provisional booking for the same period, those bookings will be put into a ballot which will be drawn at the meeting of the Hanmer Springs Community Board held immediately prior to one year before the booking date.
- If, for any reason, it is not possible to draw the ballot at a Community Board meeting, the ballot may be drawn by another method using two independent persons (one to draw the ballot, one as scrutineer).
- No further provisional bookings can be taken once the ballot for that booking date has passed.
- At the time of confirmation, the contact person will be required to pay a non-refundable deposit of 50% of the booking fee. If the deposit is not paid within 28 days, the booking may be awarded to another person.
- Unsuccessful provisional bookings will be notified to the contact person using the contact information provided. Formal cancellation will occur once the deposit for the confirmed booking has been paid.
- Conditions for the actual hire of the hall will remain unchanged.

The following simple decision tree describes the process:

