

Whiteparish Memorial Hall Online Bookings Calendar

The following conditions apply to access to the online calendar by current and future users of the Memorial Hall rooms and sports facilities.

1. The paper diary kept by the bookings manager based on bookings requested and confirmed by e-mail only remains the definitive record of bookings.
2. The calendar is provided for information only. It is based and will be maintained as a reflection of confirmed bookings recorded in the paper diary. In any case of doubt the paper diary will govern.
3. It is not possible for users to add or change bookings on the calendar. All bookings must be made by e-mail as before.
4. Entries in the calendar will be added and amended only by the bookings manager or a Trustee acting by agreement with the bookings manager.
5. It is recommended that users review their bookings as shown on the calendar and raise any queries via e-mail.
6. The calendar does not record or show requirements for tables and so forth: these must be agreed via e-mail as before.
7. Display of individual bookings can be made "private" at a user's request. In this case the booking shows on the calendar as "busy" (e.g. for family parties). Requests for privacy must be made at the time of booking.