

## **u3a in Bath Procedure for hiring venues**

The Convenor should

1. establish how much the venue is going to cost for the period
2. divide the cost equally between the total number in the group, to calculate how much each member should pay for the period
3. collect a cheque from each group member, made payable to 'U3A in Bath', and send these to the Treasurer. Contact details from: [treasurer@u3ainbath.org.uk](mailto:treasurer@u3ainbath.org.uk)
4. request that when the invoice for the hiring of the venue is sent to him/her, it should also be copied to the Treasurer at: [treasurer@u3ainbath.org.uk](mailto:treasurer@u3ainbath.org.uk)
5. on receipt of the invoice, phone the Treasurer to approve the invoice for payment.