

The Bookings Guide

[Guidance on how to make a booking using the Hallmaster 'Details' form]

1. **Rooms.** Select the part of the property you want to hire: **All Rooms; Main Hall; Nugent Room.**
2. **Event name.** Add an event name of your choice.
3. **Number of People Attending.** Insert your best estimate of the number of people who you think will attend the event.
4. **Start Date and End Date.** If **before** entering your start and end times a red notice appears stating that the dates do not meet the conditions of hire ignore this notice. The notice is only relevant **after** you have entered start and end times which do not meet the conditions of hire. If you require time for setting up for the event the start time should be the time you want access to the property for setting up. The end time should be the time that you will vacate the property. Note you will always have a 10 minute buffer period after the End Time for any clearing up.
5. **Recurring Booking.** Only if the booking is not a one off but will be for recurring events tick this box.
6. **Recurring.** To be completed only if the booking is for a hiring on more than one day. Here insert the frequency that the events will recur – daily, weekly, monthly, every fixed day in each month, etc.
7. **Additional dates.** Here insert the number of days on which an event will be held after the first date. The first date is called the “Parent Booking” further dates are described as ‘Child Bookings’.
8. **Recurring Dates.** Click on the blue spot with the question mark and the schedule of additional (Child) bookings will appear. There is a ‘Check availability’ green button.
9. **Activity.** Insert the appropriate description from the drop-down list.
10. **Additional Line Items.** Add any extra items you want from the drop-down list. Each additional item must be entered separately. Press “**add**” for each item.
11. **Description.** Please add a sufficient description to explain what the event is. Ignore the notice ‘Sell Event Tickets with Bookaby’.
12. **Privacy.** You can choose the Privacy Setting for your event.
 - ‘Private’ means that no details of your booking except the room and times and the label ‘Private Event’ will be shown on the website calendar.
 - ‘Public – Contact Details Hidden’ means that only the event name and the description of your event will be shown on the website calendar.

- 'Public' means that the event name, organiser/contact name, phone number and email address, and the description of your event will be shown on the website calendar.

13. Special Requirements. You should add here any other items (not already requested under Additional Line Items) or requirements that you need for your booking.

14. Temporary Event Notice ('TEN'). *Please see clause 5 in the Conditions of Hire and clause 6 in the Information for Hirers.* If you intend serving a Temporary Event Notice ('TEN') the first item box under the Special Requirements box **must** be ticked.

15. Category of User. Please put a tick in the box against the category of hirer or booking which you consider is appropriate for your proposed hiring.

16. The Conditions of Hire and Hiring Fees for Hirers. Tick the two boxes to confirm that you agree these.

17. Save. Do not forget to click the green 'Save' button.

18. Cancel. If you do not want to proceed with the booking click the red 'Cancel' button.

19. Request Booking. On the Bookings saved form which then opens click the green 'Request Booking' box to complete the booking request.

When the booking request has been saved and sent it will go to the Bookings Secretary for processing. You will receive an acknowledgment email from Hallmaster. Your requested event will appear in the online calendar as a Provisional Booking pending confirmation.

The Bookings Secretary will review your request and confirm the booking by email or contact you if further information is required or if the category of hirer that you have chosen is incorrect. **If you have not received confirmation of your booking or heard from the Bookings Secretary within seven days please check the position with the Bookings Secretary (preferably by email).**

If you have any difficulties with the bookings system you should contact the Bookings Secretary, Ali Allison by telephone landline: 01483 200090 or mobile: 07720 292145 or email: winnhallbookings@gmail.com.