

Creating a venues booking:

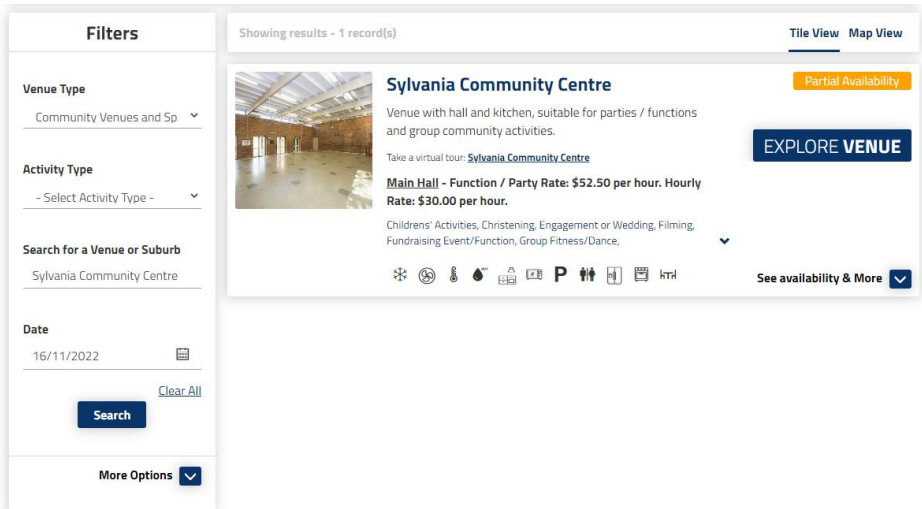
1. Register your details. Either as a **private hirer** for parties, or an **organisation** for business purposes.

Complete the New Customer form below and start booking all your favourite venues ...once your registration is verified!

Registration **Type** 

Individual ▼ **Private Hirer** ▼

2. Enter the date on the left-hand side search filter, enter a venue if you know which or leave it blank to browse all.
 - On this page you can click the link to take a virtual tour of the venue.



Filters

Venue Type
Community Venues and Sp ▼

Activity Type
- Select Activity Type - ▼

Search for a Venue or Suburb
Sylvania Community Centre

Date
16/11/2022 📅
[Clear All](#)
Search

More Options ▼

Showing results - 1 record(s) Tile View Map View

Sylvania Community Centre Partial Availability

Venue with hall and kitchen, suitable for parties / functions and group community activities.

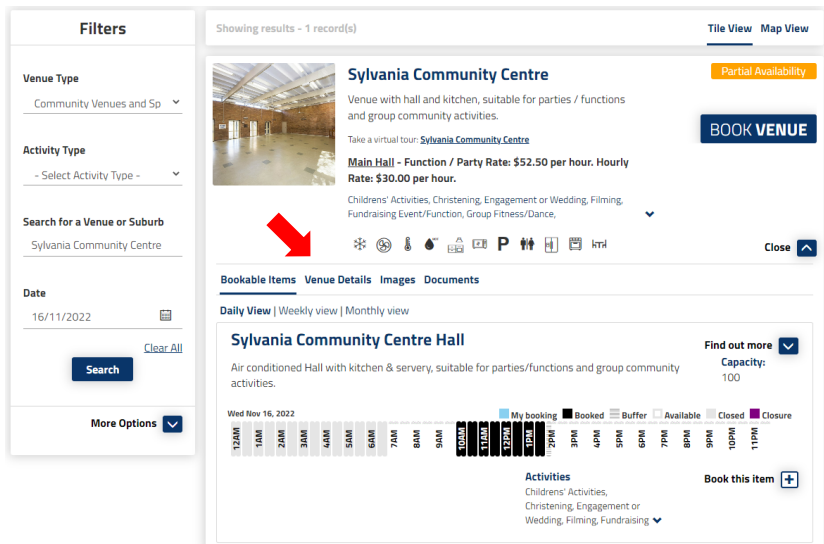
Take a virtual tour: [Sylvania Community Centre](#) **EXPLORE VENUE**

Main Hall - Function / Party Rate: \$52.50 per hour. Hourly Rate: \$30.00 per hour.

Childrens' Activities, Christening, Engagement or Wedding, Filming, Fundraising Event/Function, Group Fitness/Dance, ▼

See availability & More ▼

3. Drop down the '**see availability & more**' drop down, to see the daily, weekly and monthly calendar. Black shows already booked out times.
 - On this page you can click the '**venue details**' tab to see the venue location on a map. Also to find out *how many chairs and tables are at each venue, the ceiling heights and the floor plan.*



Filters

Venue Type
Community Venues and Sp ▼

Activity Type
- Select Activity Type - ▼

Search for a Venue or Suburb
Sylvania Community Centre

Date
16/11/2022 📅
[Clear All](#)
Search

More Options ▼

Showing results - 1 record(s) Tile View Map View

Sylvania Community Centre Partial Availability

Venue with hall and kitchen, suitable for parties / functions and group community activities.

Take a virtual tour: [Sylvania Community Centre](#) **BOOK VENUE**

Main Hall - Function / Party Rate: \$52.50 per hour. Hourly Rate: \$30.00 per hour.

Childrens' Activities, Christening, Engagement or Wedding, Filming, Fundraising Event/Function, Group Fitness/Dance, ▼

Bookable Items Venue Details Images Documents

Daily View | [Weekly view](#) | [Monthly view](#)

Sylvania Community Centre Hall Find out more ▼

Air conditioned Hall with kitchen & servery, suitable for parties/functions and group community activities.

Capacity: 100

Wed Nov 16, 2022

12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

Activities
Childrens' Activities, Christening, Engagement or Wedding, Filming, Fundraising ▼

Book this item +

- Click on **'book venue'** to begin your booking.
 - Fill in the required fields ensuring date, start & finish times are entered correctly.
 - Select **'add booking item'** if booking multiple spaces in the same venue. Eg. hall and meeting room.

Booking Refinement

1. Booking **Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered ☑

Booking Name: * (19/150 characters.) **Attendee Numbers:** * **Included Dates**

Group Fitness Class 15 [Wednesday 16/11/2022](#)

Purpose: * **Customer:**

Fitness / Sport Activities ▼ Customer Test

[+ Additional Information](#)

2. Booking **Items** Add the items you wish to book, then choose the duration of your booking. ☑

16/11/2022 📅 Create Repeat/Add Date ←

Bookable Items *	From	To	🗑
Sylvania Community Centre Hall ▼	18 : 00 ▼	19 : 00 ▼	🗑

Add Booking Item ←

- Create Repeat / Add Date to create a regular booking.
 - You can select the frequency eg, weekly, fortnightly etc. And end after how many occurrences, or on a particular date.

Create Repeat/Add Date ✕

[Create Repeat](#) or [Add Date\(s\)](#)

Repeat:

Weekly ▼ ←

Repeat every: 1 week(s)

Repeat on: Advanced Timing

Sun Mon Tue Wed Thr Fri Sat

End:

After occurrence(s)

On 30/06/2023 📅

OK Cancel

- Overview. Check the booking, and 'bin' any dates from the list you don't want to book.

1. Booking **Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered ☑

Booking Name: * (19/150 characters.) **Attendee Numbers:** * **Included Dates**

Group Fitness Class 15
[Wednesday 16/11/2022](#) 🗑
[Wednesday 23/11/2022](#) 🗑
[Wednesday 30/11/2022](#) 🗑
[Wednesday 07/12/2022](#) 🗑
[Wednesday 14/12/2022](#) 🗑
 ←

Purpose: * **Customer:**

Fitness / Sport Activities ▼ Customer Test

[+ Additional Information](#)

2. Booking **Items** Add the items you wish to book, then choose the duration of your booking. ☑

- Holiday dates. You may see a pop-up advising you that some of your booked dates are in school holidays, you can tick accept if you are ok, or you can tick to delete dates you don't want.

Holiday Dates		
The following dates included in your booking fall on holiday dates. Please delete the dates you wish to remove from your booking or click 'Accept' to proceed:		
Date	Holiday Name	Delete
21/12/2022	School Holidays Term 4 2022	<input type="checkbox"/>
28/12/2022	School Holidays Term 4 2022	<input type="checkbox"/>
04/01/2023	School Holidays Term 4 2022	<input type="checkbox"/>
11/01/2023	School Holidays Term 4 2022	<input type="checkbox"/>
18/01/2023	School Holidays Term 4 2022	<input type="checkbox"/>
25/01/2023	School Holidays Term 4 2022	<input type="checkbox"/>
12/04/2023	School Holidays Term 1 2023	<input type="checkbox"/>
19/04/2023	School Holidays Term 1 2023	<input type="checkbox"/>

[Cancel](#) [Accept Holiday Dates](#)

- Click 'Checkout'.
 - You will now see your booking status is **temporary**.

Booking Details

Home

Booking **Overview**

Venue:

Customer:

Booking Status: **Temporary**

Pricing Summary

- Scroll down and click 'Complete'.

Add contacts for booking notifications

If you would like others to be notified about certain updates to this booking, please add those contacts here.

[Add Existing Contact](#)

[Add Manual Contact](#)

[Delete](#)

[Modify](#)

[Print Quote](#)

[Complete](#)

10. Check that you agree to the terms & conditions.

Terms and Conditions

Community Venue Hire Terms & Conditions

Please click on the below link for current Terms & Conditions of Use. [Print](#)

Specific Booking Requirements

Any documents specified below must be uploaded as part of your booking. Bookings that do not include the required documents may be delayed or rejected.

- PLI Certificate of Currency for Regular Hirers, Associations, Clubs or Organisations

I have read and accept the Terms and Conditions.

[Continue](#)

11. Your booking now appears as **tentative**. It now sits with the Venues Team to double check the details and contact you if we need any more information.

My Account

My Bookings	My Details	My Transactions	Go to My Event Registrations					
My Bookings	Outstanding: \$1,090.00		Add Payment					
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status	
42065	Group Fitness Class	Sylvania Community Centre	Sylvania Community Centre Hall	16/Nov/22	25/Oct/22	\$1,090.00	Tentative	...

12. You will receive an email to say your booking is confirmed.

My Bookings	My Details	My Transactions	Go to My Event Registrations					
My Bookings	Outstanding: \$1,090.00		Add Payment					
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status	
42065	Group Fitness Class	Sylvania Community Centre	Sylvania Community Centre Hall	16/Nov/22	25/Oct/22	\$1,090.00	Confirmed	...

You can click on the booking name to view the full details, add dates and make payment.