



**CITY OF
PARRAMATTA**

HOW TO MAKE A BOOKING USING THE BOOKING SYSTEM

OCTOBER 2021

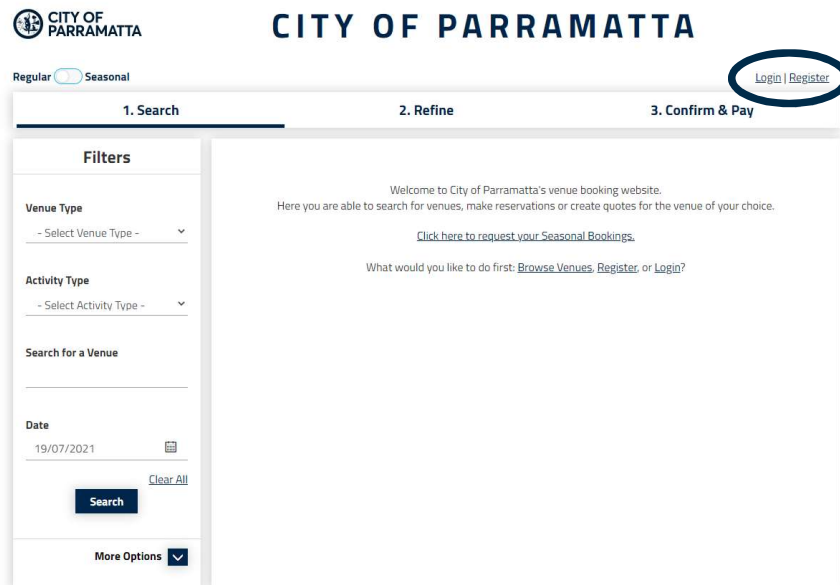


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Register

1. Head to <https://parramatta.bookable.net.au>
2. To make a booking, you must be a registered customer or organisation. You can register an account by clicking on the 'Register' Button on the top right hand corner as shown below



3. You will need to select whether you are an organisation or individual. Please fill out the necessary fields and upload any required documents.

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

Registration **Type** 

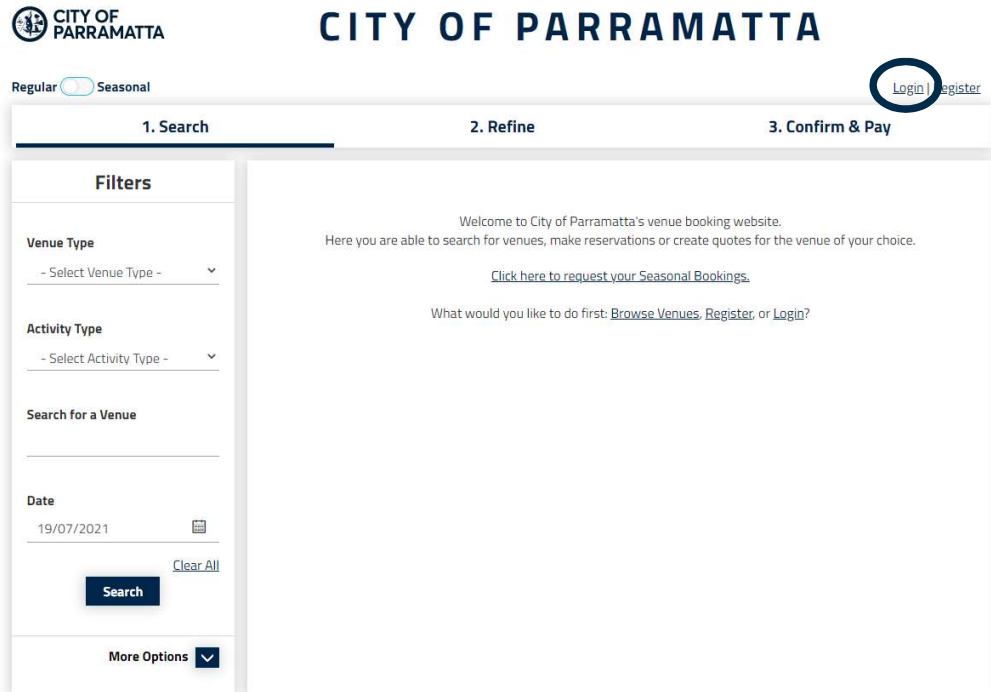
Please choose one of the following 

Please choose one of the following
Organisation
Individual

4. Read through and agree to our Terms and Conditions
5. Select 'Create Account'
6. For all new registrations, accounts are required to be verified by Council before being able to log in and make a booking. Once the account is verified, an email notification will be sent to the email provided.

Login

1. If you already have a registered accounts, select login at the top right hand corner of the page



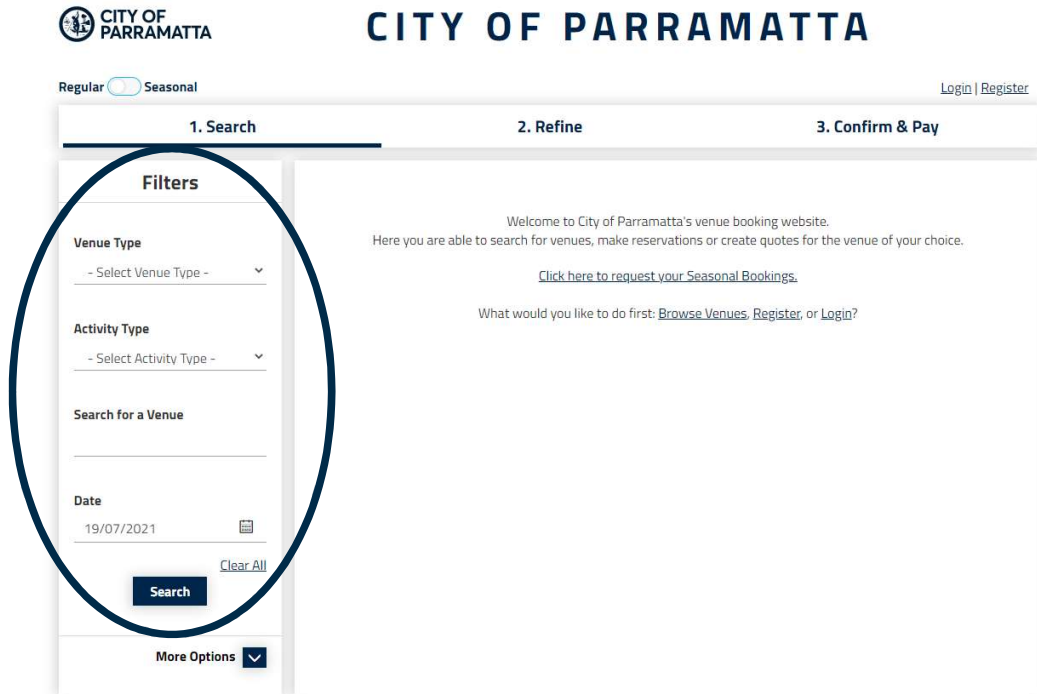
2. Input your email and password



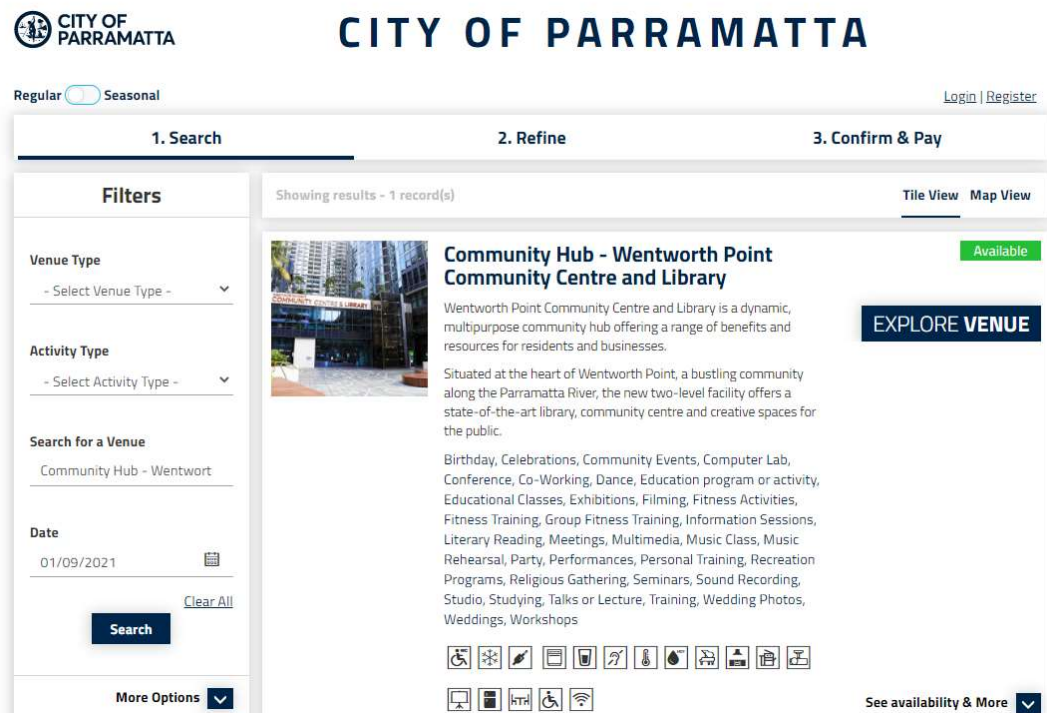
3. Once you are logged in, you will be able to view our venues and make a booking

Make a Booking

1. Use the filters on the left hand side to search by venue type, activity type, venue name or available date




2. Click on 'Search' and the matching venues will be shown



3. Click **EXPLORE VENUE** to view availability of the venue. The same button will then change to **BOOK VENUE**

a. Function Rooms All & Dance Studio Find out more



Hourly: NA Daily: NA Capacity: 150

Click to view virtual tour and more info

Hourly Rates	Category A	Category B	Category C	Category D	Bond if applicable
Weekday (Mon - Fri 6pm)	\$100.00	\$60.00	\$30.00	\$25.00	\$500.00
Weekend (Fri 6pm - Sun) / Public Holiday	\$100.00	\$72.00	\$60.00	\$30.00	

Click the Table to view Category Definitions

Wed Sep 01, 2021


My booking Booked Buffer Available Closed Closure

6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM 0AM 1AM 2AM 3AM 4AM 5AM

Activities Book this item

Birthday, Celebrations, Community Events, Conference, Dance, Education program or activity, Educational Classes, Information Sessions, Literary Reading, Music Class, Music Rehearsal, Party, Performances, Religious Gathering, Seminars, Talks or Lecture, Wedding Photos, Weddings

b. Function Room 1 & 2 Combined Find out more



Hourly: NA Daily: NA Capacity: 100

4. Once you have decided on the venue, you can click on **BOOK VENUE** to make a booking

- You will need to fill out the following information and scroll down to the bottom of the page to checkout

CITY OF PARRAMATTA

Instructions Regular Seasonal Login Register

1. Search 2. Refine 3. Confirm & Pay

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: * (150 characters)
Example: "Dance Classes" or "Sports training"

Attendee Numbers: * Attendee Numbers

Included Dates: **Wednesday 01/09/2021**

Purpose: * Purpose

Customer: * Guest

+ Additional Information

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

01/09/2021 Create Repeat/Add Date

Bookable Items * From To

Please select an item 09 : 00 10 : 00

Add Booking Item

Community Hub - Wentworth Point Community Centre and Library

a. Function Rooms All & Dance Studio

b. Function Room 1 & 2 Combined

Daily View | Weekly view | Monthly view

Wed Sep 01, 2021

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

- Select any extras if you are prompted

CITY OF PARRAMATTA

Instructions Login Register

Select Extras

Please select optional extras to be included in your booking.

Included Dates: **Friday 20/08/2021**

Name	Description
<input type="checkbox"/> Portable PA System	Portable PA System consisting of Cordless Microphones, Speakers, Speaker Stands and mixer.
<input type="checkbox"/> Microphone	
<input type="checkbox"/> Industrial Fan	
<input type="checkbox"/> Kitchenette	Kitchenette with two refrigerators and freezer, 2 ovens and 2 microwaves.
<input type="checkbox"/> Portable Stage	
<input type="checkbox"/> Microphone Stand	
<input type="checkbox"/> Green Screen	

Back Checkout

7. Fill out the checklist
8. Upload any required documents
9. Read and accept the terms and conditions
10. Ensure all booking details are correct
11. Select 'Checkout' to continue
12. Your booking status will remain 'Tentative' until a booking officer has reviewed and confirmed your booking.
13. For regular (casual) bookings, you will need to pay a 50% deposit at checkout.
For seasonal (permanent) bookings, you can arrange a payment plan with the team.
14. Once your booking is confirmed, you will receive the confirmation letter and invoice to the provided email

FAQs

Do I have to register an account to make a booking?

You can checkout as a guest however your details will not be saved. We recommend you registering an account for ease of making any future bookings.

I have forgotten my password – how do I reset it?

Please select 'Forgot my password' on the login page and follow the prompts to reset it.

I have forgotten the email address I used to register .

For Wentworth Point Community Centre & Library, please contact:

- WPCCLBookings@cityofparramatta.nsw.gov.au
- (02) 9806 8688

For all other venues, please contact:

- bookings@cityofparramatta.nsw.gov.au
- (02) 9806 5140

How can I make payment?

Payment details and options will be on your confirmation letter and invoice.

Can I access the venue earlier for set up?

No – booking times must include set up, pack up, cleaning and exiting times.

Who do I contact if I have any issues?

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- WPCCLBookings@cityofparramatta.nsw.gov.au
- (02) 9806 8688

For all other venues, please contact:

- bookings@cityofparramatta.nsw.gov.au
- (02) 9806 5140

For any security matters during afterhours, you can contact our security team on (02) 9806 5261.