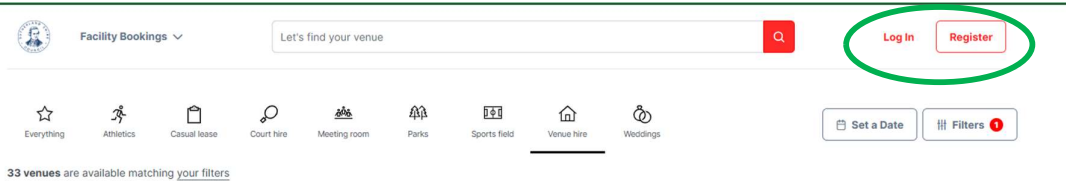**Creating a venue booking:**

1. From the booking home page, Login or Register your details.

When registering:
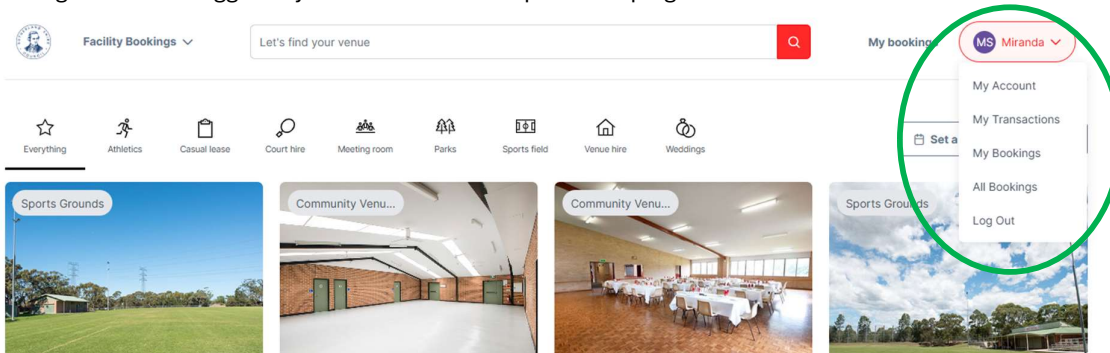
   a. Use Private Hirer if the booking is for personal use.
   b. If booking is linked to a club, group, association, or business please use ensure you register as an Organisation.

   • *Please note emails must be unique and cannot be duplicated across different profiles.*

2. Once registered and logged in you name will show up in the top right corner.

Your login will allow you to view and manage all your bookings and account details.

3. You can search the list of venue by:
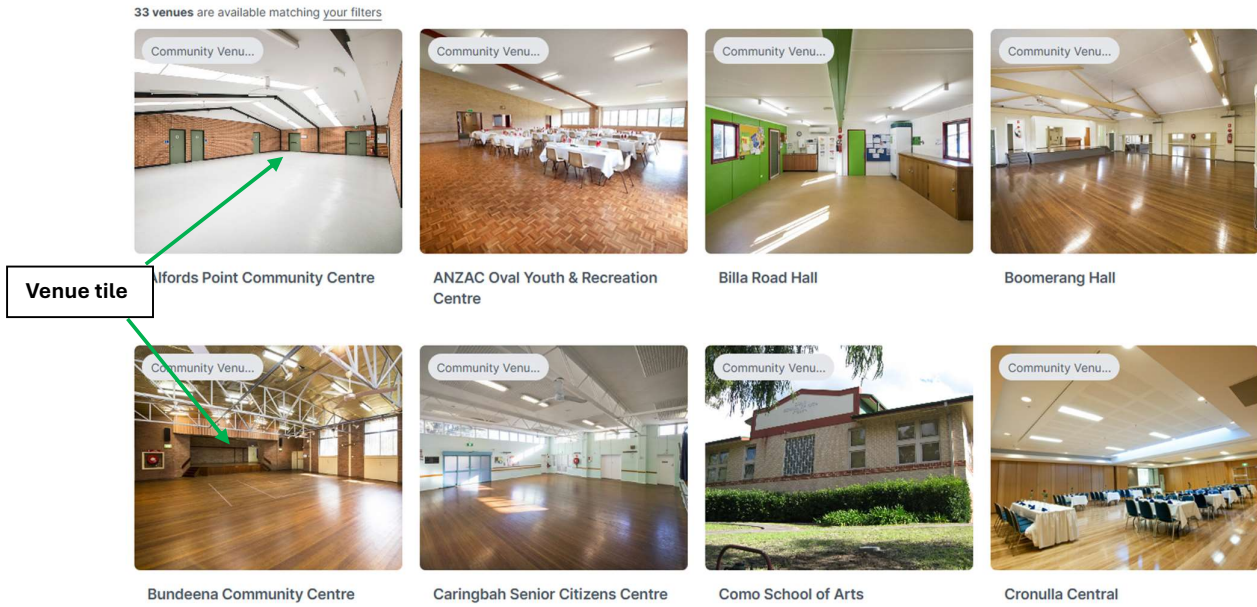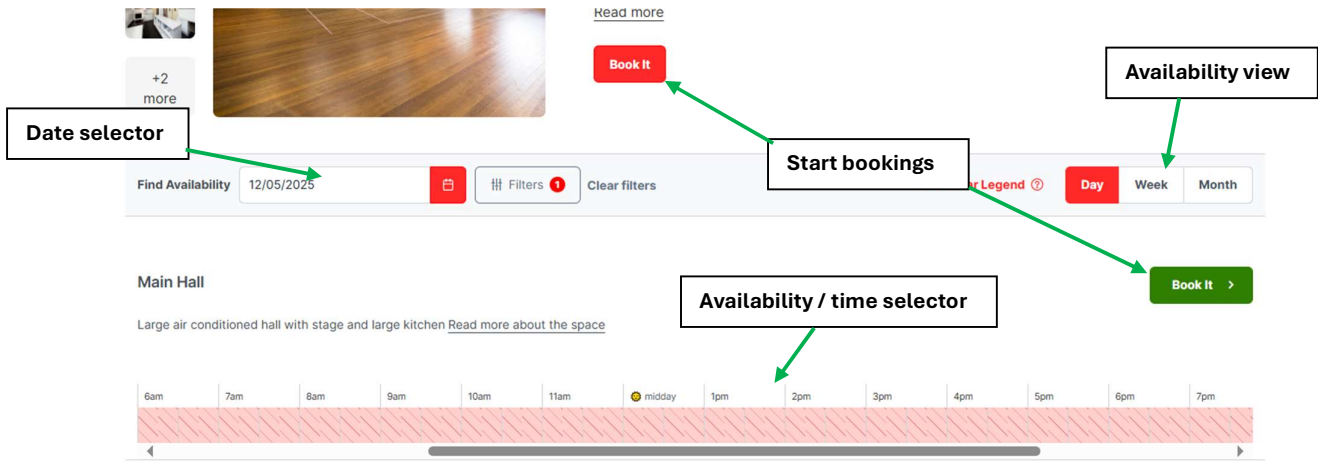   a. scrolling down and selecting the tile
   b. selecting a venue category
   c. In the search bar, by typing in at venue name, description or suburb in the "Lets find your venue" search bar
   d. Using the "Filters" on the right hand side

Search bar

Search filters

Venue categories
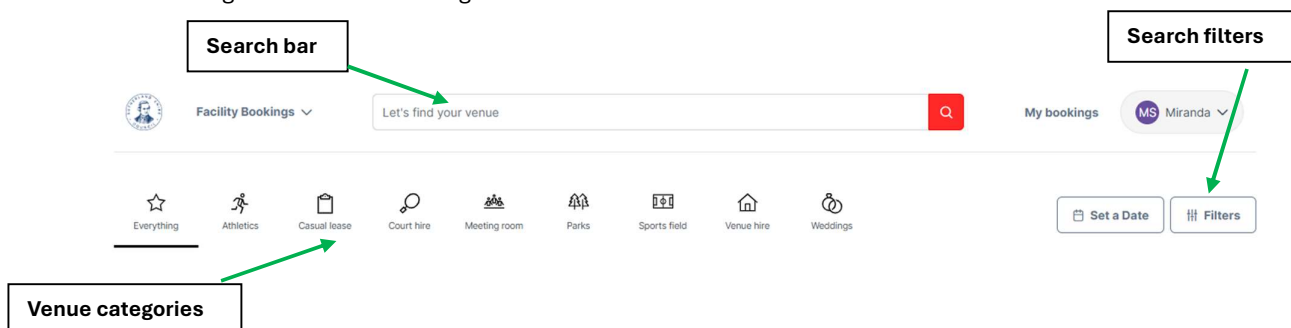
4. Once you find your venue click on the tile to open up details to review availability

33 venues are available matching your filters

Community Venu... — Alfords Point Community Centre

Community Venu... — ANZAC Oval Youth & Recreation Centre

Community Venu... — Billa Road Hall

Community Venu... — Boomerang Hall

Community Venu... — Bundeena Community Centre

Community Venu... — Caringbah Senior Citizens Centre

Community Venu... — Como School of Arts

Community Venu... — Cronulla Central

Venue tile

5. Scroll down below the images and general information and start searching for your preferred days and times

Read more

Book It

+2 more

Date selector

Start bookings

Availability view

Find Availability 12/05/2025 Filters **1** Clear filters r Legend ⑦ **Day** Week Month

Main Hall

Large air conditioned hall with stage and large kitchen Read more about the space

Book It >

Availability / time selector

6am 7am 8am 9am 10am 11am ☺ midday 1pm 2pm 3pm 4pm 5pm 6pm 7pm

6. Enter your booking information in each field.

✏️ Booking Information

Name of Booking (16/150 characters)

Bundeena booking

Purpose of Booking

Select a purpose ⌄

Number of People Attending

Your Booking Account

Proceed as

⭕ Miranda Sutherland at Good Old Booking Group (Business/Sole trader)

↪ **Not you? Log out**

New Booking

📅 Starting Wednesday 21st May 2025

🏛 Bundeena Community Centre

Notes from the Booking Team

Bookable Venues VideoTutorial

Login prompt

7. Scroll down to enter your booking dates and times and check the summary.

Function to create a repeat or reoccurring booking

a. If creating a repeat booking, select the applicable details to create the series you need.

8. Once your dates and times are selected you can review and modify the series or individual dates. Warnings for any clashes will appear and need to be amended.

9. Once dates are correct click "Continue to Pricing & Confirmation" in the bottom right.

10. Complete the prompts to either accept or remove holiday dates.

11. In the Confirm & Checkout your booking is summarised and you can review and edit all details.
Scroll down to upload documents related to your booking (eg. PLI or site maps), double check dates and times and complete the hirer checklist.

12. Once all details are review select "Complete Booking"

13. Acknowledge the "Terms and Conditions"

14. Booking will now show up as completed. You can click the options to edit your booking or review your account.