



HELP WITH BOOKINGS

The simplest way to book is to find a suitable time using the **Calendar** on the website where you can see what times are available. It may help to select the main **Facility** you want [Hall, Hall+Kitchen, Committee Room, Kitchen].

You will need to fill, or at least consider, the following fields [* are compulsory]

- **Booking Group ***. This will be **Casual** hire unless you are planning a regular booking [acceptance of which is at the hall Trustees' discretion]
- **Category *** There is an extensive list but if you think you are not covered, choose the closest and let us know.
- **Add Time Slots ***. Select the time slot [they are in 15 minute segments] you want to start and finish against the Facility that you want to use.

Please note that:

- You should include time to setup before and clear up after your event.
- You have to book for the minimum time of 3 hours for a Casual booking, 1 hour for a Regular booking.
- You can add to your choices by clicking on new time slots or remove by clicking on chosen time slots as well adding other Facilities or dates.
- There is a gap enforced between most bookings for changeover.
- **Repeat Time Slots**. At this stage there is an option to add regular events up to two years ahead, on a daily, weekly or monthly basis. This can take a little time and there may be clashes for future bookings. You will be able to add or edit the bookings later on an individual basis.
- **Purpose of booking ***. Give your event a name and, if it is a public event, a brief description – this will be seen on the Calendar if it is a public event
- **Equipment**. Tell us what equipment, if any, is required. A selection of items is available, some requiring number wanted eg for chairs. For repeated bookings this can be varied from event to event
- **Numbers of participants ***. Indicate how many people you expect. It helps know how many people we support. This must be at least 1.
- **Public Booking** Turn this on if you want details to appear on the Hall Calendar and website so that the public can take part.

CHANGES – You should be able to go to your booking and make changes, subject to agreement by the Hall management. If you have any difficulties please book something close to what you need and contact the team by email at booking.weltonmemorialhall@gmail.com