

NOTES FOR BOOKING WELTON VILLAGE MEMORIAL HALL

The simplest way to book is to find a suitable time using the Calendar on the website. Click on the + sign on the day you are interested in [if it's not there then the Hall is fully booked]. You will then either need to create an account or sign into an account already created with Hallmaster.

Creating an account involves completing name, address, telephone and email address, after which you will be sent an email asking you to confirm your email address and set a password. You can then make your booking, either using the Calendar or directly in the Hallmaster system.

When making your booking you need to ensure that you have completed the following fields. If there is an omission or error [eg a clash of dates] the field should change from green to red. We have a lot of different users and uses so the form is designed to cope with many different circumstances but it doesn't take long.

- **Rooms.** Tick which room[s] you require
- **Name.** Give your event a name
- **Numbers.** Indicate how many people you expect. It helps know how many people we support
- **Date.** The date and time of the event.
 - Please allow time to setup and clear away afterwards.
 - There is also a tick box if you wish to make a recurring booking. This will open up more fields to allow you to do this.
 - If there is a clash then the booking [and/or one of the recurring booking slots] will show as red. In this case there is an eye icon, which you can click on and see what you are clashing with.
 - Currently a 15 minute break between each event is required. If you are booking a number of consecutive events eg classes for different age groups, it is best to book the whole period as one event and put details of individual events in the Description [see below]
- **Equipment.** Tell us what equipment is required. A selection of items is available – if you don't want any then simply choose zero and 'Add'
- **Description.** You can include a full description of your event which will appear when someone looks at our calendar or at what is on in the Hall. Useful for any public event. Just leave blank if your event is private. Please put notes for us in Special Requirements.
- **Privacy.** The default is Private, but please select a Public option if you want the name and description to be seen by people on our website. You can still choose whether contact details are shown or not.
- **Special Requirements.** Enter any information that we at the Hall need to know about.
- **Terms & Conditions.** There are two tick boxes which you must tick, accepting our T&Cs and Health & Safety requirements, both of which can be seen by clicking on the link or on our website. Whatever your event, some of these will be important and the T&C document includes a checklist that might be helpful when you are planning.

IF ANYTHING NEEDS CHANGING SUBSEQUENTLY THEN PLEASE CONTACT THE HALL TEAM DIRECTLY