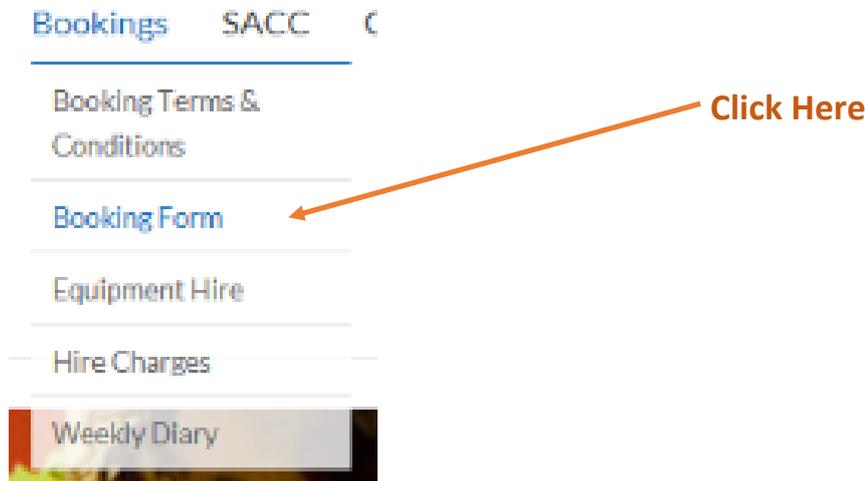


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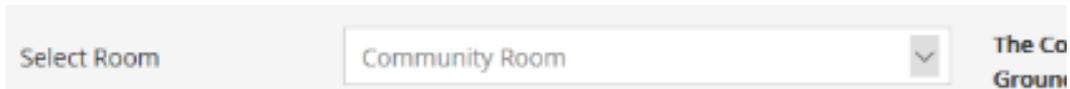
## How to create a booking

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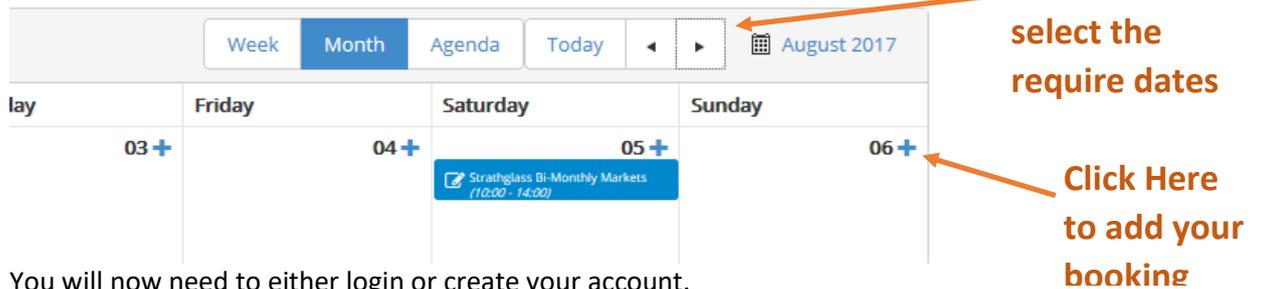
1. From the main (Home) page of the website select Booking → Booking form from the drop down menu at the top of the screen



2. Select the room that you want to book from the drop-down list, the right hand side you will find a description of each room to help you choose the correct room for your function or event. *NB: If you need more than one room this can be added at a later point in the booking process so for now just select the main room you will require.*



3. Using the navigation tools at the top of the calendar, select the month that you wish to hold your event.
4. Then click the '+' sign on the day of your event to add your booking



5. You will now need to either login or create your account.
6. Once you have done this you will be presented with the booking screen, there are instructions to the right of the screen for each step to help guide you through the process

## Make Booking Request - Cannich Hall

Details

Rooms  Community Room  
 The Loft  
 Main Hall  
 Kitchen

Event Name

Start Date / Time   

End Date / Time   

Recurring Booking

Activity

Description  **B** *I* U       

Privacy

Number of People

7. This is the screen where you can select multiple rooms. If your event is going to be ongoing then you need to check the box labelled 'Recurring Booking', this will present you with more options to ensure your booking covers each of the days you require.
8. Lastly you need to check the box to indicate that you have read and understood the terms & conditions of hiring out the Hall or its associated rooms.

That's it, you are done and your booking has now been registered.

In the coming days you will be emailed by our bookings staff to provide you with confirmation that your booking has been accepted and locked in. Of course in due time you will also be emailed an invoice for your booking as well.