



On-Line Booking

Select Bookings 'Book now'

This will take you to you to a bookings page showing a single day with today's date.
To help you search you can change the displayed period and format by selecting options on the top left of the screen
(Day - Month - Grid - List) or use the calendar.

New Users

To make a booking:

Find the day you want from any screen display (Month, Grid or List)

Click on the blue highlighted day you require

This will take you to the required day.

Highlight the time and room you want to book

The top line of the screen will show your time, room and price

If these are correct - click on **Book**

Please note, if booking for the weekend you will need to select 'Whole Hall'.

A popup will appear - enter your email address

A booking form will appear, fill in all the required detail

Read the Term & Conditions and tick the box

Click on **Confirm Booking**

That's it - all done.

You will get an email confirming your booking

NB. If you are a resident of Crophorne or Charlton please email so your charges can be adjusted.

An invoice will be email to you before your booking which should be paid by BACS.