

How to become a new Regular Hirer of a Community Centre

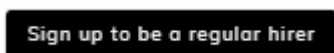
1. Please ensure you have read and understand the [Community Centre Terms and Conditions](#) before enquiring

2. Go to the Regular Hirers web page:
<https://www.northernbeaches.nsw.gov.au/community/community-centres-and-venues/regular-hirers>

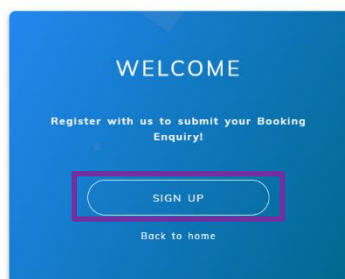
If you are not familiar with our venues, click the **'View venues and availability'** button. This will allow you to see day by day availability.

When you get access to the regular portal, you will be able to see availability for all your desired dates at once.

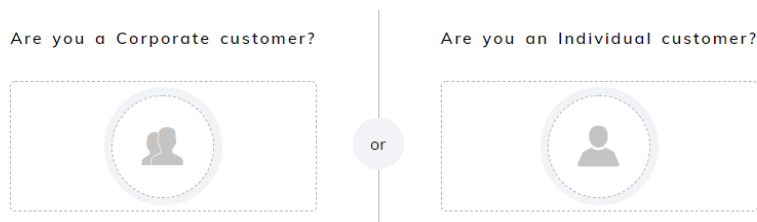
3. On the [Regular Hirers web page](#), click the **'Sign up to be a regular hirer'** button



4. Click the dark blue **'SIGN UP'** button



5. Choose if you are a corporate (business or organisation) or individual customer



6. Fill in the relevant contact information and create your password

7. At the end of the page, tick the **'Yes, I would like to request access to the Regular Booking Portal for Annual/Seasonal Bookings'** tick box under the 'Regular Hire Portal Access' section

Regular Hire Portal Access

Yes, I would like to request access to the Regular Booking Portal for Annual/Seasonal Bookings

8. Describe what activity you are holding and what venues you are interested in the text box. Add any other information or questions that may be relevant to your enquiry.
9. Tick that you agree to the Northern Beaches Council Privacy Policy
10. Tick **'I'm not a robot'**
11. Click **'Continue'**
12. Click the menu (three purple lines) on the top right of the page and select **'Sign Out'**
13. **You will then receive an email confirming your sign up and that Council will be in contact with you about your request to become a regular hirer**