

Northern Beaches Council – Online Booking Portal – Community Centres and Venues

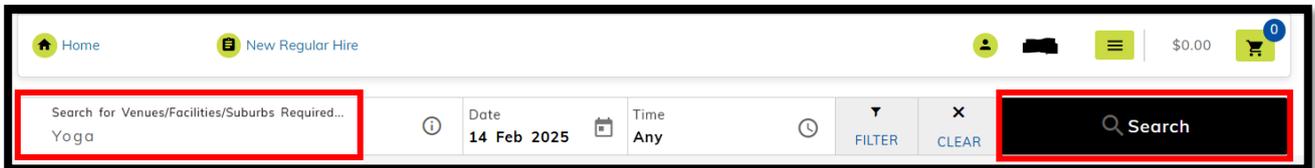
[New regular bookings](#)

How to become a new regular hirer:

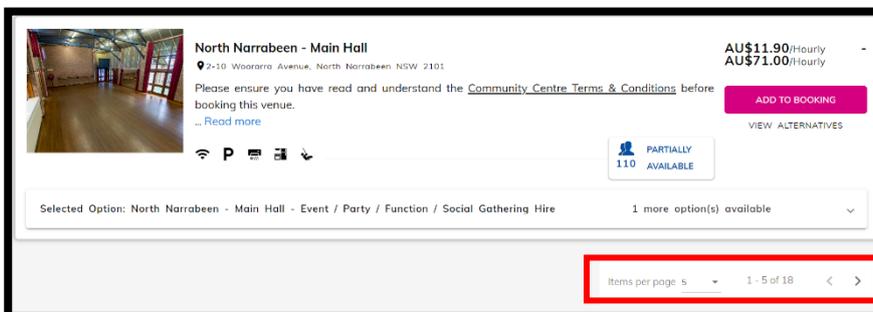
- If you are a new hirer who would like to make a new regular booking, first you will need to create an online account and request access to the Regular Portal. Refer to '**How to create a new customer profile**'.

How to find a suitable venue:

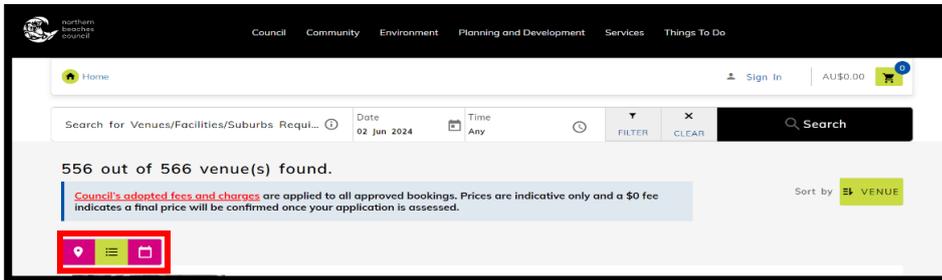
1. Go to our [online booking](#) portal to browse venues and view availability.
- In the search box, you can filter by venue, suburb, or keywords. For e.g. enter in *Yoga* and click 'Search' to see suitable centres.
- Default date is set 3 days in advance of the current date. Change date filter to your preferred date.



- Click on 'Items per page' to see more venues on the same page.



- You can search by 'Map view', 'List view' or 'Availability view'. *List view is the default setting.



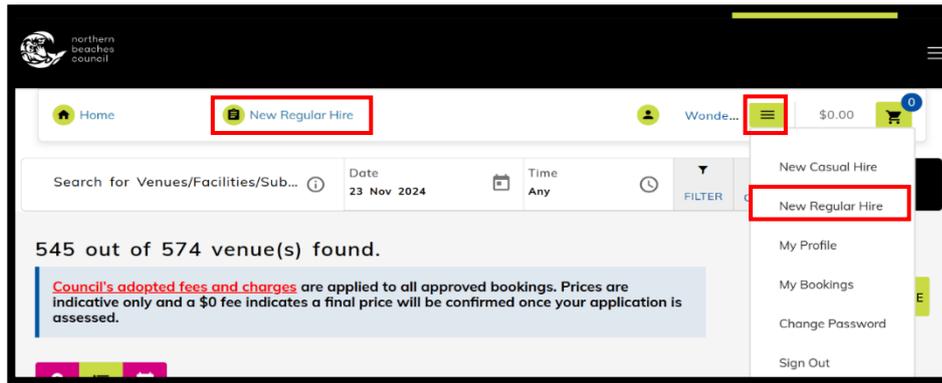
- If you're not sure which venue best suits your event, refer to our '[Community centre facility comparison table](#)' for a snapshot of key features per centre.
- Click '**...Read more**' to view additional information about the centre including centre description, facilities / amenities, fees and approximate number of chairs & tables. Most centres include a link to a virtual tour of the centre.



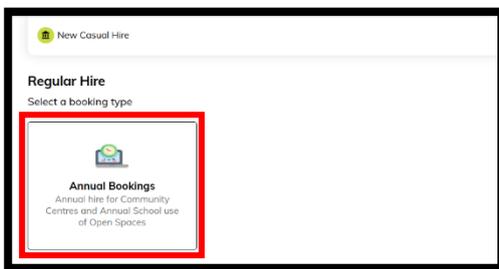
- View additional images of the venue, including floor plan(s) by clicking on the image of the centre or the centre name and you will be directed to the venue page.

How to make a regular booking:

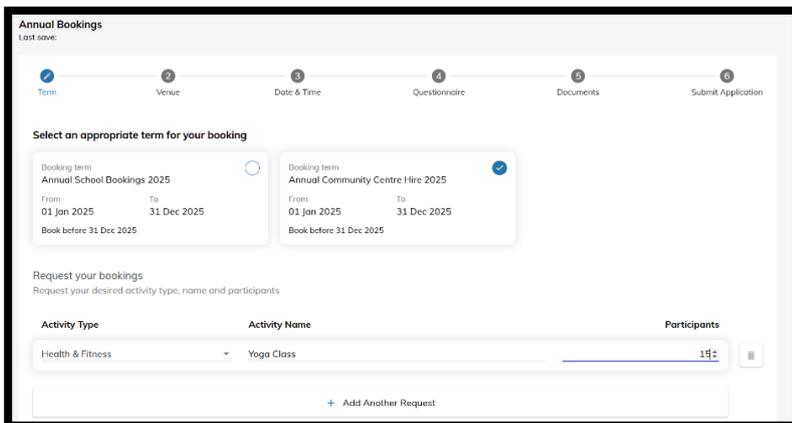
- If you are a new hirer who would like to make a new regular booking, first you will need to create an online account and request access to the Regular Portal. Refer to the '[Sign Up page](#)'.
- Alternatively, if you don't you have access to the regular portal and you are an existing regular hirer, then you can request this under the Menu selection > '**My Profile**' (once signed into account).
- Requests to access the regular portal may take up to 5 business days. You will be notified after the request has been reviewed by Council.
 - Sign into your [online account](#).
 - Select '**New Regular Hire**' in the top bar or under the Menu selection.



3. Select the relevant booking type - 'Annual Bookings'. Only the booking types you have access to will appear on this page.



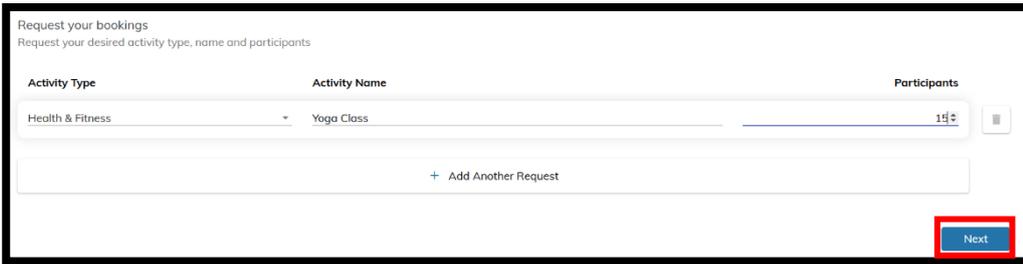
- To submit a regular booking you will need to complete 6 sections - Term, Venue, Date & Time, Questionnaire, Documents and Submit Application.



Term selection

1. In this section, select the relevant booking term for your booking application. For Community Centres hire, there will be a box titled 'Annual Community Centre Hire (Current Year)'.
 2. Select the most relevant activity type for your booking, activity name and the expected number of participants for your booking per session.
- Proceed to click '*+ Add Another Request*' if you have different activities that you would like to have under the 1 booking. If you would prefer to manage your recurring bookings separately then you can raise individual regular hire requests for each activity.

3. Click '**Next**' to continue with your application.



Request your bookings
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants
Health & Fitness	Yoga Class	15

+ Add Another Request

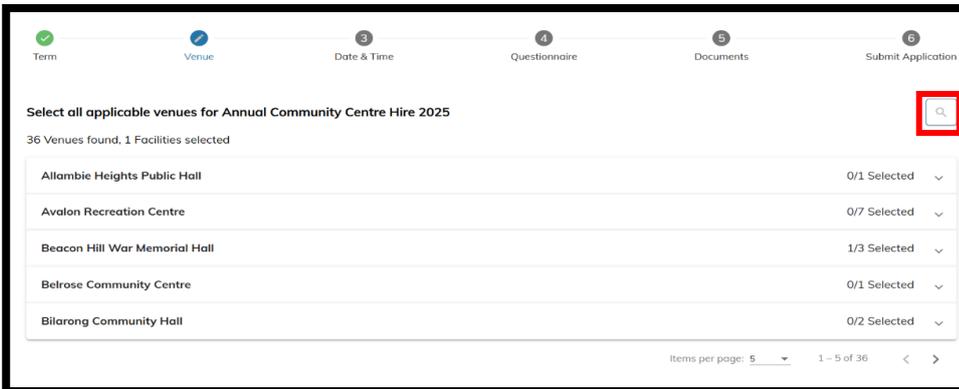
Next

- Once you have completed the Term section of your application, your booking will be saved as a 'draft booking'. You can come back later to edit any of the remaining sections of the application.

 You can come back later and open your booking from My Bookings to continue to edit.

Venue selection

1. In this section you will need to select a room location for your booking. You can scroll through the list of venues or use the magnifying glass to search for a specific venue.



Term **Venue** Date & Time Questionnaire Documents Submit Application

Select all applicable venues for Annual Community Centre Hire 2025

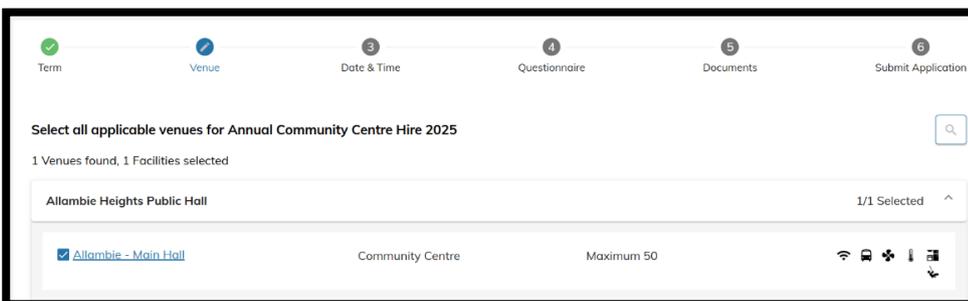
36 Venues found, 1 Facilities selected

Allambie Heights Public Hall	0/1 Selected
Avalon Recreation Centre	0/7 Selected
Beacon Hill War Memorial Hall	1/3 Selected
Belrose Community Centre	0/1 Selected
Bilarong Community Hall	0/2 Selected

Items per page: 5 1 - 5 of 36

2. Click the drop-down arrow to view all rooms under a venue.

- Select any of the rooms listed to open a new tab and view further information.
- Multiple rooms can be selected per activity.



Term **Venue** Date & Time Questionnaire Documents Submit Application

Select all applicable venues for Annual Community Centre Hire 2025

1 Venues found, 1 Facilities selected

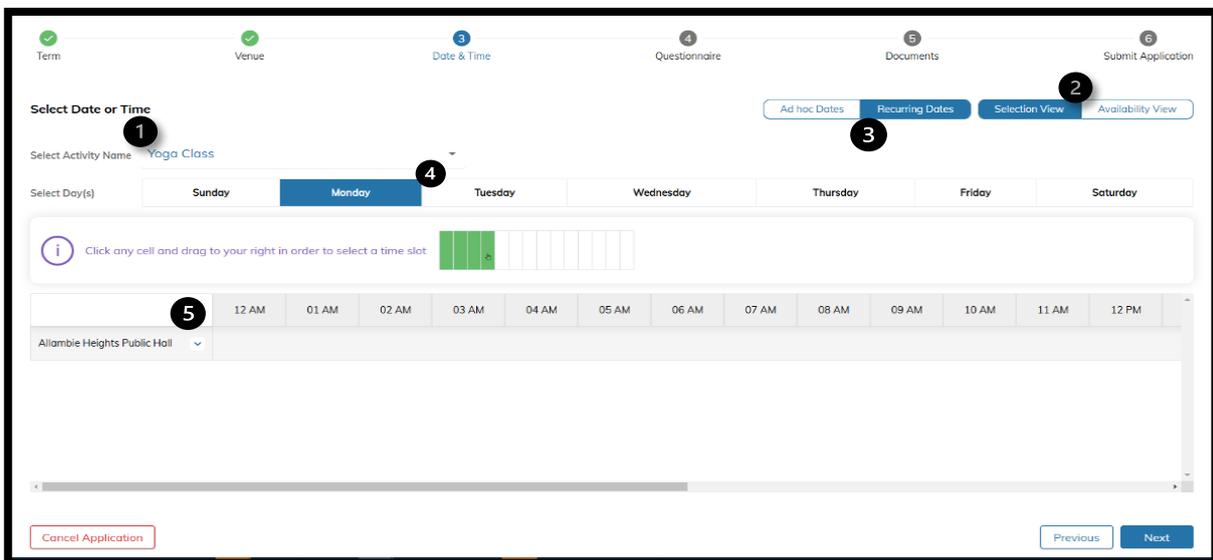
Allambie Heights Public Hall	1/1 Selected	
<input checked="" type="checkbox"/> Allambie - Main Hall	Community Centre	Maximum 50

3. Tick the checkbox against the relevant room(s) and click '**Next**' to continue with application.

Date & Time selection

In this section, select the dates and times of your booking.

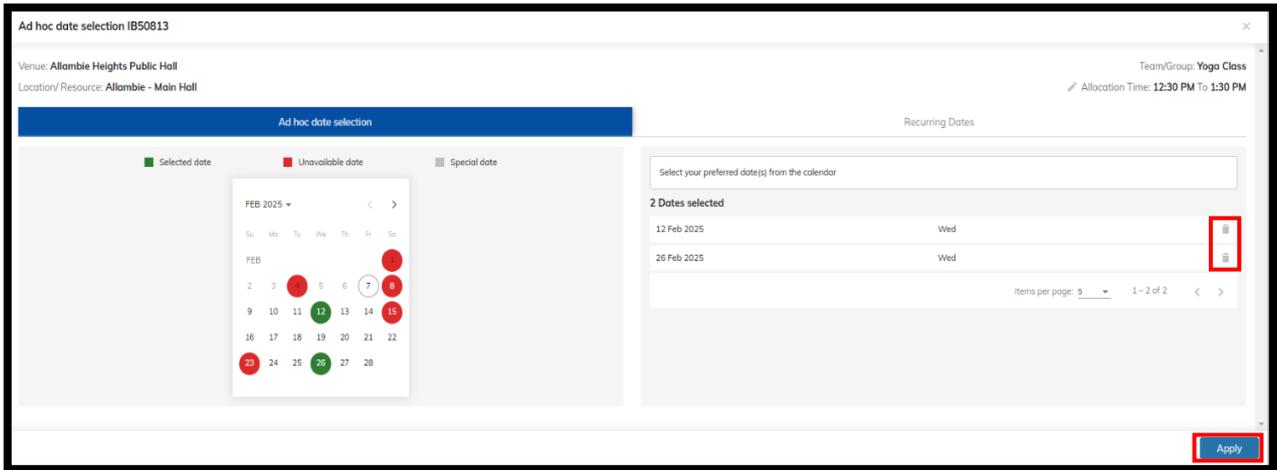
1. Select your relevant 'Activity'. If you have only added one activity, this will be the default selection.
2. Select your 'View type'.
 - **Availability view** = use this option to view existing bookings
 - **Selection view** = use this option to select your date / time
3. Select your booking as either 'Ad Hoc dates' or 'Recurring Dates'.
 - **Ad Hoc dates** = use this option if you are not following a defined booking pattern (For e.g. 2pm on 13 Feb, 20 March and 31 July).
 - **Recurring dates** = use this option if you are following a defined booking pattern (For e.g. every 2nd Saturday for 3 months).
4. Select your required 'day(s)' per booking. Selected days will be highlighted in blue. Please note you can only book 1 x timeslot at a time.
5. Click the down arrow next to the venue to view the timeslot bar.



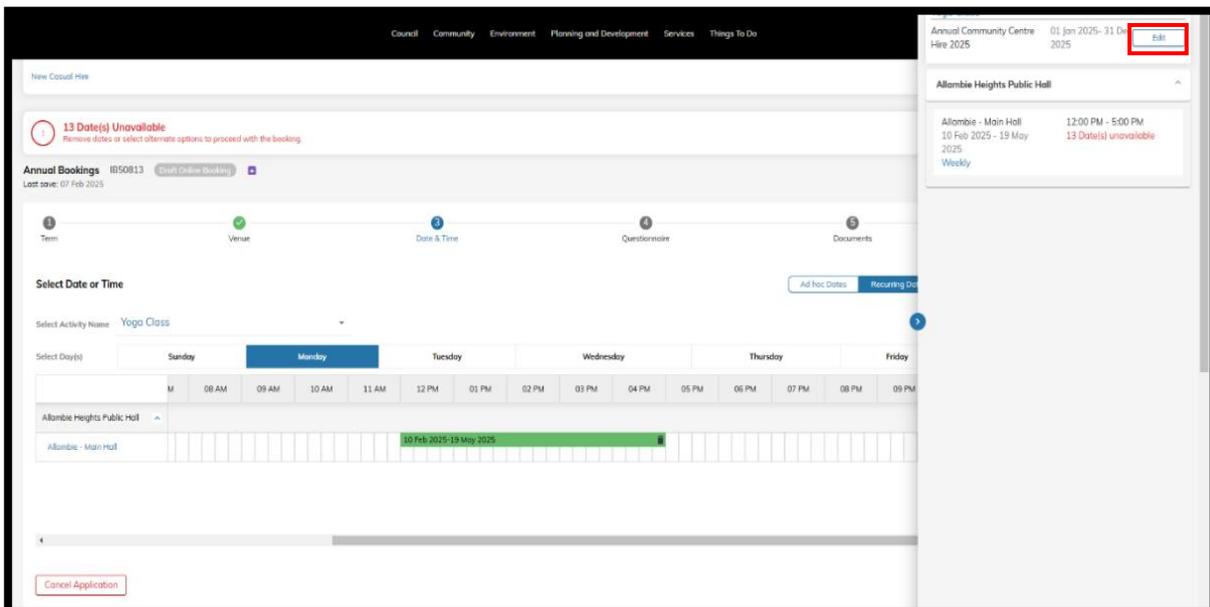
6. Select your timeslot by clicking on your start time and dragging the green highlight until your end time.

Ad Hoc Date selection:

- Proceed to select relevant dates in the pop-up window. Selected dates will show in green.
- Any unavailable dates for your timeslot will show as red.
- If you need to remove any dates, select the date again or click the rubbish icon against the relevant date on the right-hand side.
- Click '*Apply*' once you have finished adding all your booking dates.

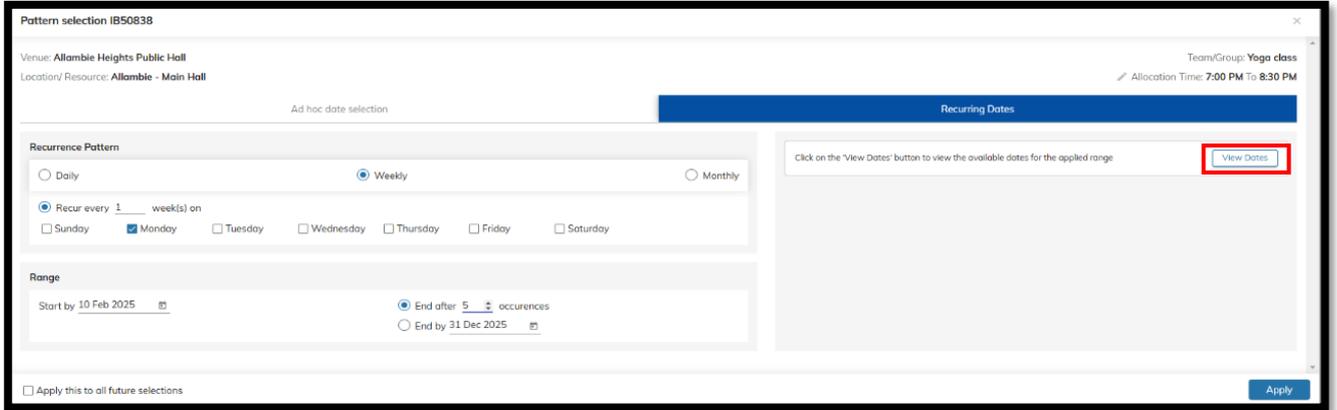


- Any unavailable dates (due to existing bookings) will show up in red in the side panel.
- Click '*Edit*' to see the list of all your dates. Use the trash can icon to remove dates or the pencil icon to adjust the date/time. Alternatively, you can also add another activity in this window.
- You will not be able to proceed with your booking if there any unavailable dates in your selection.



Recurring Date selection:

- A pop-up window will appear to adjust your recurring pattern as required including your start and end date.



Pattern selection IB50838

Venue: Allambie Heights Public Hall
Location/Resource: Allambie - Main Hall

Team/Group: Yoga class
Allocation Time: 7:00 PM To 8:30 PM

Ad hoc date selection | Recurring Dates

Recurrence Pattern

Daily Weekly Monthly

Recur every 1 week(s) on

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Range

Start by 10 Feb 2025

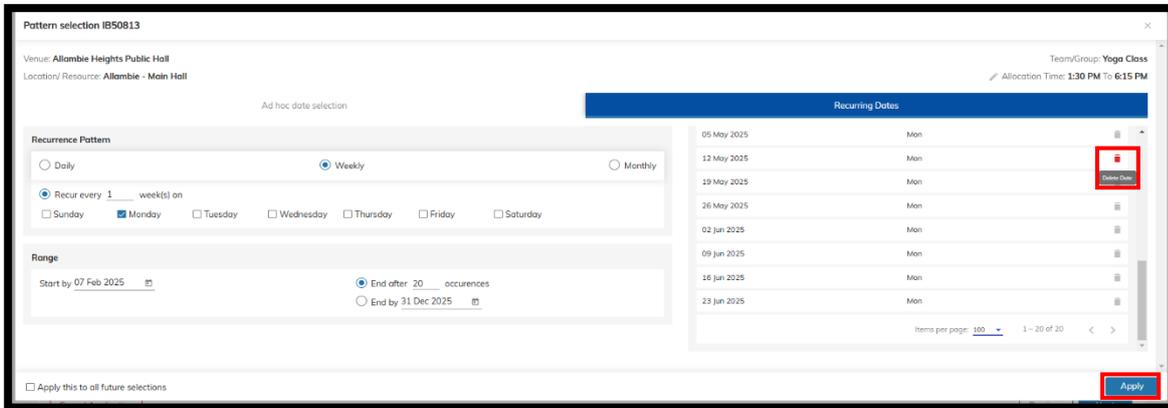
End after 5 occurrences
 End by 31 Dec 2025

Click on the 'View Dates' button to view the available dates for the applied range

View Dates

Apply this to all future selections **Apply**

- Click '**View Dates**' on the right-hand side to view a summary of dates within your recurring pattern.
- Any dates you don't require within the pattern can be removed by clicking on the trash can icon.
- Click '**Apply**' once you have finished adding all your booking dates.



Pattern selection IB50813

Venue: Allambie Heights Public Hall
Location/Resource: Allambie - Main Hall

Team/Group: Yoga Class
Allocation Time: 1:30 PM To 6:15 PM

Ad hoc date selection | Recurring Dates

Recurrence Pattern

Daily Weekly Monthly

Recur every 1 week(s) on

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Range

Start by 07 Feb 2025

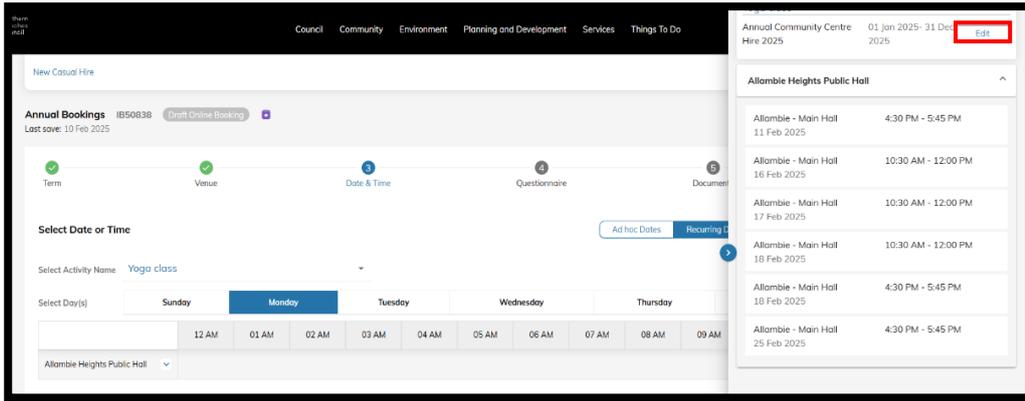
End after 20 occurrences
 End by 31 Dec 2025

Date	Day	Action
05 May 2025	Mon	
12 May 2025	Mon	Delete
19 May 2025	Mon	
26 May 2025	Mon	
02 Jun 2025	Mon	
09 Jun 2025	Mon	
16 Jun 2025	Mon	
23 Jun 2025	Mon	

Items per page: 100 1 - 20 of 20

Apply this to all future selections **Apply**

- Any unavailable dates (due to existing bookings) will show up in red in the side panel.
- Click '**Edit**' to see the list of all your dates. Use the trash can icon to remove dates or the pencil icon to adjust the date/time. Alternatively, you can also add another activity in this window.
- You will not be able to proceed with your booking if there any unavailable dates in your selection.

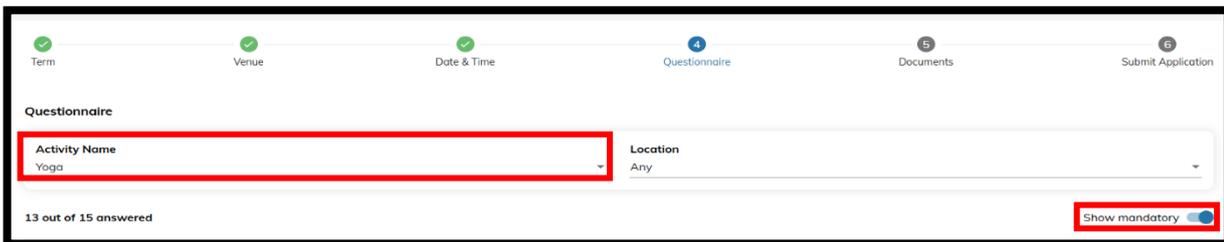


7. Click '**Next**' to continue with your application.

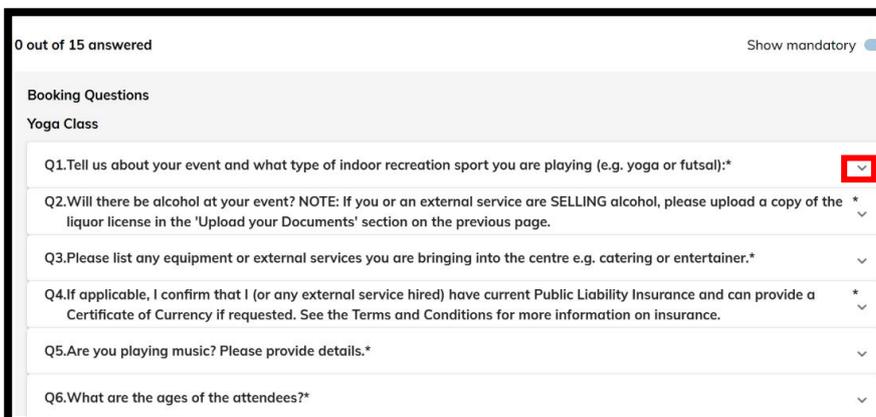
Questionnaire

In this section there are a list of questions related to your booking. We review your answers to assess and approve the booking and ensure your activity is suitable for the centre.

- You can filter questionnaires by activity if you have booked multiple activities. Otherwise leave as default option.
- Click the toggle 'Show mandatory' to view only the mandatory questions.



1. Click the drop-down arrow against each question to fill in the required information.

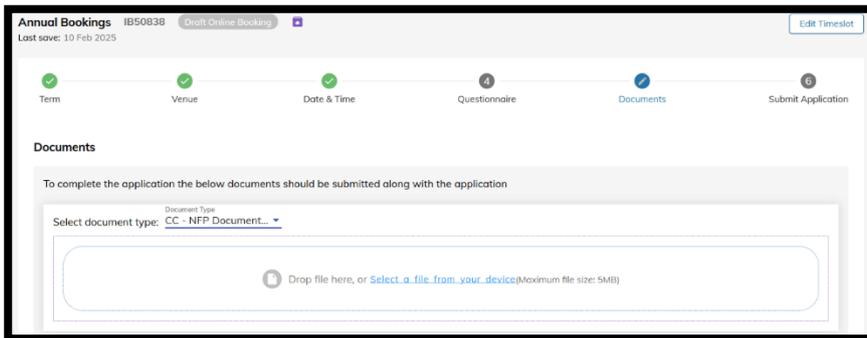


2. Click '**Next**' to continue with application once all the questions have been answered.

Documents

In this section upload any relevant documents for your booking (for e.g. Not For Profit documentation).

1. Select the document type and then you can either 'drag & drop' the document or manually upload a file from your computer.

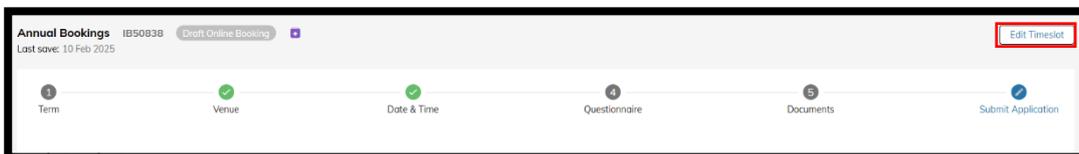


2. Once you have completed uploading your documents or do not need to submit any documentation, click '**Next**' to continue with application.

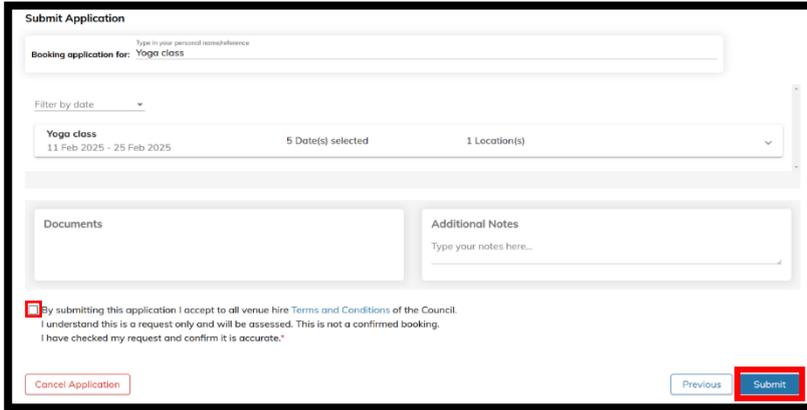
Submit application:

This is the final section of the application.

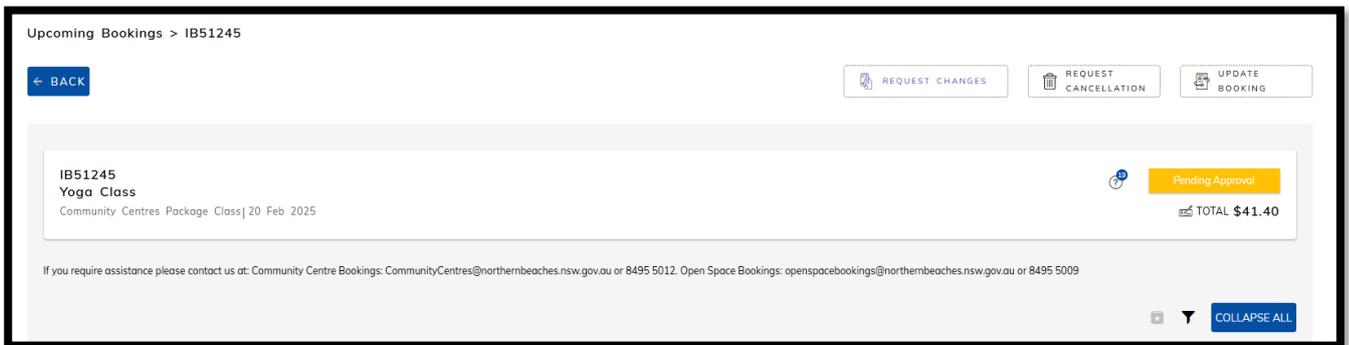
1. Review your booking details and confirm dates / time are correct.
 - You will not be able to make any changes to your booking once it is submitted.
 - If you need to edit or add another activity, you can select 'Edit timeslot' at the top of the page.



2. Tick the checkbox to confirm you agree to Northern Beaches Council's Terms & Conditions and that the information provided is true and correct.
3. Click '**Submit**' once you are satisfied with your booking.



- ➔ Once you have submitted your application, a booking reference number will be generated, and an email confirmation will be sent to you with a summary of your event details. *You can view your bookings at any time via the **'My Bookings'** page on the online portal.
- ➔ The booking will be marked as 'pending approval' until your booking has been reviewed and approved by the relevant Council team.
- ➔ If you need to request changes or cancellation of your booking, click **'View'** against the relevant booking and follow the relevant prompts under the 'Request Changes' or 'Request Cancellation' button.
- ➔ Please note if requesting changes you will need to click 'Update Booking' to save and send your changes to the relevant Council team.



- ➔ An email from the Community Centres team will be sent to you with next steps once booking has been approved.

Other helpful resources:

- [How to make a casual booking](#)
- [How to manage my customer account online](#)
- [How to manage my existing booking\(s\) online](#)
- [Community Centre Terms and Conditions](#)
- [Frequently Asked Questions](#)

Please contact the Community Centres team on 02 8495 5012 (Monday to Friday) or CommunityCentres@northernbeaches.nsw.gov.au if you require further assistance.