

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 <u>online booking</u> 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.

+ Home	Regular Hire							-	-	\$0.00	H
Search for Venues/Facilities/Suburbs Yoga	Required	i	Date 14 Feb 2025	Ē	Time Any	0	T FILTER	× CLEAR		${\mathbb Q}$ Search	

• 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 '<u>Community centre facility</u> <u>comparison table</u>' 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.

	Belrose - Main Hall © Corner of Forest Way and Bambara Roads, Beirose NSW 2005		AU\$9.10/Hourly - AU\$54.00/Hourly
THE R	Please ensure you have read and understand the <u>Community Centre Terms</u> booking this ensure. Read more	A Conditions before PARTIALLY 100 AVAILABLE	ADD TO BOOKING
Selected Option: Belrose - M	tain Hall - Event / Party / Function / Social Gathering Hire	1 more option(s) ava	ilable ~

• 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.
 - 1. Sign into your <u>online account</u>.
 - 2. 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.

1 New Casual Hire								
Regular Hire								
Select a booking type								
Annual Bookings								
Annual nire for Community Centres and Annual School use of Open Spaces								
<u>.</u>								

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

ual Bookings save:					
Ø Term	Venue	Date & Time	Questionnaire	Documents	6 Submit Application
elect an approprie	ate term for your booki	ng			
Booking term Annual School Bool	kings 2025	Booking term Annual Community	y Centre Hire 2025		
From 01 Jan 2025 Book before 31 Dec 20	To 31 Dec 2025	From 01 Jan 2025 Book before 31 Dec 2	To 31 Dec 2025		
Request your booki Request your desired Activity Type	ngs activity type, name and po	articipants Activity Name			Participants
Health & Fitness		Yoga Class			15:
		+ Add A	nother Request		

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	participan	1		
Activity Type		Activity Name	Participants	
Health & Fitness	•	Yoga Class	150	
		+ Add Another Request		
			N	Vext

• 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.

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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.

V Term	Venue	3 Date & Time	Questionnaire	Documents	6 Submit Application
Select all applica	able venues for Annual (1 Facilities selected	Community Centre Hire 2025			٩
Allambie Heigh	ts Public Hall				0/1 Selected 🗸 🗸
Avalon Recreat	ion Centre				0/7 Selected \sim
Beacon Hill Wa	r Memorial Hall				1/3 Selected 🗸 🗸
Belrose Commu	unity Centre				0/1 Selected 🗸 🗸
Bilarong Comm	unity 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	3 Date & Time	Questionnaire	5 Documents	6 Submit Application		
Select all applic	able venues for Annual	Community Centre Hire 2025			۵,		
Allambie Heigh	hts Public Hall				1/1 Selected		
Allambie -	Main Hall	Community Centre	Maximum 5	50	⇒ B ◆ 1 38		



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

Date & Time selection

application.

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 <u>not following a defined booking pattern</u> (For e.g. 2pm on 13 Feb, 20 March and 31 July).
- Recurring dates = use this option if you are <u>following a defined booking pattern</u> (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.

✓ Term		Venue		3 Date & Time				Questionnaire		5 Documents				6 Submit Application	
Select Date or Tin	ne 1								Ad	hoc Dates	Recurring Date	es Sele	2 ction View	Availability View	
Select Activity Name	Yoga Class				Ť.										
Select Day(s)	Sund	ay	Mond	ay	Tuesd	ay	We	dnesday		Thursday		Friday		Saturday	
(i) Click any o	cell and drag to) your right ir	n order to sele	ct a time slot	ð										
Allambie Heights Pub	5 Diic Hall v	12 AM	01 AM	02 AM	03 AM	04 AM	05 AM	06 AM	07 AM	08 AM	09 AM	10 AM	11 AM	12 PM	
4								_						*	
Cancel Application	n												Previo	Next	

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.

Ad hoc date selection IB50813				×
Venue: Allambie Heights Public Hall Location/ Resource: Allambie - Main Hall				Team/Group: Yoga Class
	Ad hoc date selection		Recurring Dates	
Selected date	Unavailable date	Select your preferred date(s) from the	calendar	
	FEB 2025 - < >	2 Dates selected		
	Su Mo Tu We Th Fr So	12 Feb 2025	Wed	Î
	FEB	26 Feb 2025	Wed	÷
	2 3 🚯 5 6 7 🖪		items per p	lage: 5 👻 1−2 of 2 < >
	9 10 11 12 13 14 15			
	16 17 18 19 20 21 22			
	23 24 25 25 27 28			
				v
				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.

					c	ound Comm	nunity Envi	ronment P	lanning and De	evelopment	Services Th	ings To Do				Annual Community Centre Hire 2025	01 jan 2025- 31 De Edit
New Cosual Hire																Allambie Heights Public H	A II
13 Date(s) Unave Remove dates ar celec Annual Bookings (B5081	illable t olternate options	to proceed	with the book	ng												Allombie - Main Hall 10 Feb 2025 - 19 May 2025 Weekly	12:00 PM - 5:00 PM 13 Date(s) unovailable
Tem		Vers) He			(3) Dote à Tim	9			Questionnoir				() Documents			
Select Date or Time													Ad hoc	Dotes	Recurning Do		
Select Activity Name Yog	a Class			÷											0		
Select Day(s)	Sunday			Monday		Tuesda	oy		Wedne	sday		Thurse	iay		Friday		
	м	08 AM	09 AM	10 AM	11 AM	12 PM	01 PM	02 PM	03 PM	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM		
Allambie Heights Public Holl	•					10 Feb 2025-1	9 May 2025			•							
														_	+		
Cancel Application																	



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: Yega dass ∦ Allocation Time: 7:00 PM To 8:30 PM					
Ad hoc date selection		Recurring Dates				
Recurrence Pattern		Click on the View Dates: hutton to view the available dates for the availed mone				
O Daily Weekly	O Monthly					
 € Recur every 1 week(s) on Sunday Tuesday Wednesday Thursday Friday Soturday 						
Range						
Start by 10 Feb 2025 10 6 End after 5 2 0 Current C End by 31 Dec 2025 <						
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: Allombie Heights Public Holl Lacation/ Resource: Allombie - Main Holl	Teom/Group: Yoga Class /* Allocation Time: 130 PM To €15 PM			
Ad hoc date selection			Recurring Dates	
Recurrence Pattern		05 May 2025	Mon	8 *
O Daily Weekly	O Monthly	12 May 2025	Mon	•
Recur every 1 week(s) on		19 May 2025	Mon	Delete Date
Sunday Monday Tuesday Wednesday Thursday Friday Saturday		26 May 2025	Mon	î
		02 Jun 2025	Mon	î.
Range		09 Jun 2025	Mon	
Start by 07 Feb 2025 💼 💿 End after 20 occurrences		16 Jun 2025	Mon	1
O End by 31 Dec 2025		23 Jun 2025	Mon	
			items per page: <u>100</u> ▼ 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.

	Council Community Environment	Planning and Development Servic	ces Things To Do	Annual Community Centre 01 Hire 2025 20	Jan 2025- 31 Dec Edit
New Casual Hire				Allambie Heights Public Hall	
nnual Bookings IB50838 Draft Online Booking ast save: 10 Feb 2025				Allambie - Main Hall 11 Feb 2025	4:30 PM - 5:45 PM
Contraction Contra	3 Date & Time	Questionnaire	Document	Allambie - Main Hall 16 Feb 2025	10:30 AM - 12:00 PM
Calast Data as Time		C	Ad has Dates - Description D	Allambie - Main Hall 17 Feb 2025	10:30 AM - 12:00 PM
Select Activity Name Yord Class	×	Ĺ	Ad hoc Dates	Allambie - Main Hall 18 Feb 2025	10:30 AM - 12:00 PM
Select Day(s) Sunday Mond	ay Tuesday	Wednesday	Thursday	Allambie - Main Hall 18 Feb 2025	4:30 PM - 5:45 PM
12 AM 01 AM	02 AM 03 AM 04 AM	05 AM 06 AM 07 AM	M 08 AM 09 AM	Allambie - Main Hall	4:30 PM - 5:45 PM

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

Questionnaire

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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.

V Term	Venue	Date & Time	4 Questionnaire	Documents	G Submit Application
Questionnaire					
Activity Name Yoga			Location → Any		-
13 out of 15 answered					Show mandatory

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

0 0	ut of 15 answered Show mandat	tory 🧲
1	Booking Questions Yoga Class	
	Q1.Tell us about your event and what type of indoor recreation sport you are playing (e.g. yoga or futsal):*	~
	Q2.Will there be alcohol at your event? NOTE: If you or an external service are SELLING alcohol, please upload a copy of th liquor license in the 'Upload your Documents' section on the previous page.	ie * ~
	Q3.Please list any equipment or external services you are bringing into the centre e.g. catering or entertainer.*	~
	Q4.If applicable, I confirm that I (or any external service hired) have current Public Liability Insurance and can provide a Certificate of Currency if requested. See the Terms and Conditions for more information on insurance.	*
	Q5.Are you playing music? Please provide details.*	~
	Q6.What are the ages of the attendees?*	~



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.

Annual Bookings II Last save: 10 Feb 2025	350838 Draft Online Booking	8			Edit Timeslot
Term	Venue	Oate & Time	Questionnaire	Documents	6 Submit Application
To complete the a	pplication the below documents t type: CC - NFP Document *	should be submitted al	ong with the application		
	0	Drop file here, or <u>Selec</u>	<u>t a file from your device(Maximum f</u>	file size: 5MB)	

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.

Annual Bookings IB5 Last save: 10 Feb 2025	0838 Draft Online Booking	0			Edit Timeslot
1 Term	Venue	Ø Date & Time	Questionnaire	5 Documents	Submit Application

- 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.

ooking application for:	Yoga class			
Filter by date	¥			
Yoga class 11 Feb 2025 - 25 F	eb 2025	5 Date(s) selected	1 Location(s)	~
Documents			Additional Notes	
Documents			Additional Notes Type your notes here	4
Documents			Additional Notes Type your notes here	4
Documents By submitting this a I understand this is a	plication I accept to all ver	ue hire Terms and Conditions of seesed. This is not a confirmed	Additional Notes Type your notes here 'the Council. booking.	

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- → 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.

Upcoming Bookings > IB51245			
← BACK	REQUEST CHANGES	CANCELLATION	UPDATE BOOKING
IB51245 Yoga Class Community Centres Package Class 20 Feb 2025		A B	Pending Approval
ff you require assistance please contact us at: Community Centre Bookings: CommunityCentres@northernbeaches.nsw.gov.au or 8495 5012. Open Space Bookings: openspace	bookings@northernbeaches.nsw.gov.au or 8	495 5009	COLLAPSE ALL

➔ 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
- <u>Community Centre Terms and Conditions</u>
- Frequently Asked Questions

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