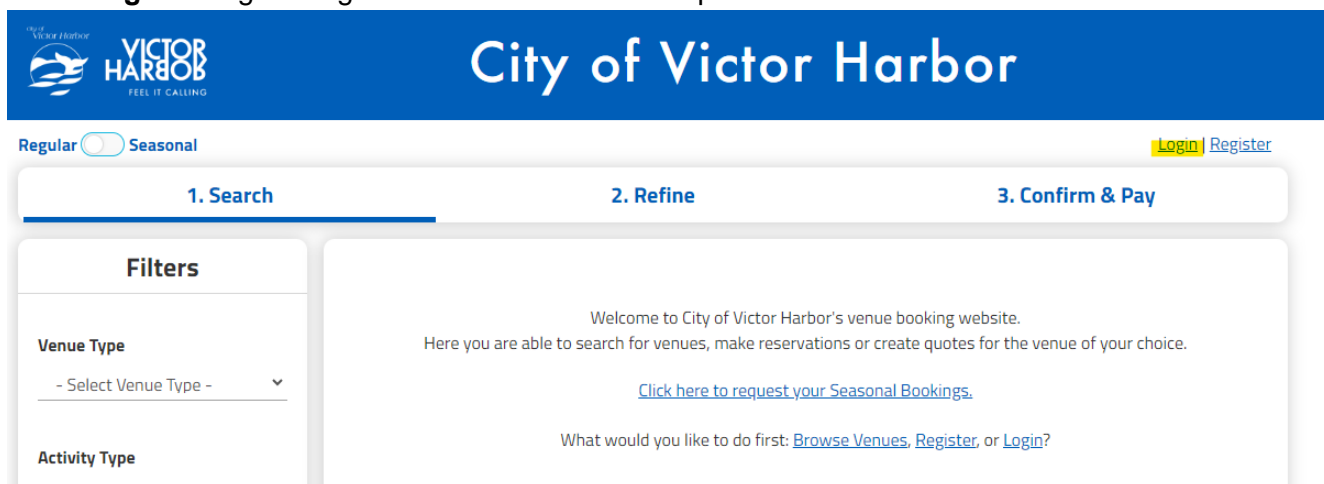


Making a Booking

Once your account has been registered and verified if required log into the City of Victor Harbor's online booking Customer Portal victorharbor.bookable.net.au


1. Click **'Login'** using the registered email address and password



2. Use the filters on the left side of the screen to search for an available facility and click **'search'**.

Filters include venue type, activity type, date, venue capacity and facilities such as disability access etc. If you are not sure, just click search with no filters, and all bookable items will display.

3. Based on the search criteria, selected facility/facilities will be displayed
4. Click **'See availability & More'** for the facility you wish to view available times and preferred date.



Town Hall

Built in 1904, this centrally located and iconic State Heritage listed building has a long history of hosting live performances. This multi-purpose community facility is utilised by a broad range of groups and individuals for many purposes such as dance and theatre productions, lectures, weddings, meetings, pop-up shops, exhibitions, markets, trade shows or film evenings.

Ceremonies / Wedding / Engagement, Community event, Community program, Exercise and wellbeing, Exhibitions / Launches / Promotions, ▼

❄️
✍️
📅
🖥️
☕
♿

Available

EXPLORE VENUE

See availability & More ▼




5. Click 'Book this item' to select which room/s you would like to book

[Bookable Items](#) [Venue Details](#) [Images](#) [Documents](#)

[Daily View](#) | [Weekly view](#) | [Monthly view](#)

Town Hall

Built in 1904, this centrally located and iconic State Heritage listed building has a long history of hosting live performances. This multi-purpose community facility is utilised by a broad range of groups and individuals for many purposes such as dance and theatre productions, lectures, weddings, meetings, pop-up shops, exhibitions, markets, trade shows or film evenings.


Find out more 


Capacity:
244












Sun Jul 09, 2023



My booking **Booked** **Buffer** **Available** **Closed** **Closure**

12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

Activities
Ceremonies / Wedding / Engagement, Community event, Community program, 

Book this item 


          

6. Complete the mandatory booking details, bookings name (what is the booking for), purpose and attendees numbers
7. Add additional information i.e. description and special requirements if applicable

Booking Refinement

1. **Booking Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered

Booking Name: * (150 characters.) Example: "Dance Classes" or "Sports training"	Attendee Numbers: * Attendee Numbers
Purpose: * Venue Hire 	Customer: Guest
Description: (1000 characters.) Description (Optional)	Special Requirements: (1000 characters.) Special Requirements (Optional)

8. Using the drop-down menu select the **'From'** and **'To'** times.

Note: When the venue is unavailable due to an existing booking the time will show blacked out and will be unavailable to select.

2. **Booking Items** Add the items you wish to book, then choose the duration of your booking.

31/08/2023

Create Repeat/Add Date

Bookable Items * **From** **To**

Town Hall **09 : 00** **11 : 00**

Add Booking Item

Town Hall **Daily View** | Weekly view | Monthly view

Thu Aug 31, 2023

Town Hall

12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

Clash My booking Current Reserved Booked Buffer Available Closed Closure

9. Click **'Create Repeat/Add Date'** (see above) to make an additional booking or multiple dates at the same facility.

10. There are two options **'Create Repeat'** or **'Add Date(s)'**

Option 1

- i) Click **'Create Repeat'**
- ii) Using the drop down menu under **'Repeat'** select the frequency for regular ongoing booking requests (i.e. daily/weekly/monthly)

Create Repeat/Add Date

[Create Repeat](#) or [Add Date\(s\)](#)

Repeat:

Never

Never

Daily

Weekly

Monthly

11. Once you have selected the frequency, fill out the details and Click **'OK'**

Create Repeat/Add Date

[Create Repeat](#) or [Add Date\(s\)](#)

Repeat:

Monthly

Repeat every: 1 months(s)

Repeat On:

Day

second Tuesday

End:

After occurrence(s)

On 31/08/2023

OK **Cancel**

Hint: if you want to book a facility for multiple days in a row, choose the time per day and use the daily repeat function until your desired end date!

Option 2

- i) Click **'Add Date(s)'** for additional individual dates
- ii) Select the date you are requesting and adjust the **'From'** and **'To'** times if required.

Create Repeat/Add Date ×

[Create Repeat](#) or Add Date(s)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

Date	From	To																																																		
31/08/2023 <input type="text"/>	09 : 00 <input type="text"/>	11 : 00 <input type="text"/>																																																		
<div style="display: flex; justify-content: space-between;">< September 2023 >Cancel</div> <table border="1" style="border-collapse: collapse; text-align: center;"><thead><tr><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr></thead><tbody><tr><td>28</td><td>29</td><td>30</td><td style="background-color: #e0f0ff;">31</td><td>01</td><td>02</td><td>03</td></tr><tr><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>01</td></tr><tr><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td></tr></tbody></table> <div style="display: flex; justify-content: space-between; margin-top: 5px;">TodayClearClose</div>				Mon	Tue	Wed	Thu	Fri	Sat	Sun	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04	05	06	07	08
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18	19	20	21	22	23	24																																														
25	26	27	28	29	30	01																																														
02	03	04	05	06	07	08																																														

- iii) Click **'Add'** to add the requested date. Repeat this process until you have added all requested dates.

Create Repeat/Add Date ×

[Create Repeat](#) or [Add Date\(s\)](#)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

Date	From	To	
07/09/2023 <input type="text"/>	11 : 00 <input type="text"/>	13 : 00 <input type="text"/>	
Add			

OK Cancel

- iv) Click **'Delete/Edit'** if you need to modify the booking/s
- v) Click **'OK'** once complete

Create Repeat/Add Date



[Create Repeat](#)

or

[Add Date\(s\)](#)

Choose your Date, then From and To times, Press 'Add' to add multiple dates.

Date **From** **To**
31/08/2023 09 : 00 11 : 00

[Add](#)

- 1. 07/09/2023 11:00 - 13:00
- 2. 18/10/2023 13:00 - 14:00

[Delete/Edit](#)
[Delete/Edit](#)

OK

Cancel

12. The Booking Refinement page will now include booking dates that appear under 'Included Dates'

Booking Refinement

1. **Booking Overview** To start your booking, add a Name for the Booking, choose your purpose and login if you are registered



Booking Name: * (16/150 characters.)

Live music event

Attendee Numbers: *

80

Included Dates

[Thursday 31/08/2023](#)
[Wednesday 06/09/2023](#)
[Tuesday 19/09/2023](#)



Purpose: *

Venue Hire

Customer:

Guest

Description: (1000 characters.)

Description (Optional)

Special Requirements: (1000 characters.)

Special Requirements (Optional)

2. **Booking Items** Add the items you wish to book, then choose the duration of your booking.



31/08/2023

[Create Repeat/Add Date](#)

Bookable Items *

From

To

Town Hall

09 : 00

11 : 00

Delete

[Add Booking Item](#)

Town Hall

[Daily View](#) | [Weekly view](#) | [Monthly view](#)

Thu Aug 31, 2023

Clash My booking Current Reserved Booked Buffer Available Closed Closure

Town Hall



[New Search](#)

[Checkout](#)

13. Check all dates required are included.

14. Click 'Checkout'

15. The **'Booking Details'** page will summarise your booking, bond and fees.

The screenshot shows the 'Booking Details' page with the following sections:

- Progress Bar:** 1. Search, 2. Refine, 3. Confirm & Pay (active).
- Booking Details:** Venue: Town Hall; Customer: Louise Hampel; Booking Name: Live Music Event; Purpose: Venue Hire; Description: ; Special Requirements: ; Attendee Numbers: 80.
- Booking Status:** Temporary
- Pricing Summary:**

Fees (Incl GST):	\$40.00
Bonds:	\$350.00
Total (Incl GST):	\$390.00
GST:	\$0.00
Payable:	\$390.00
Payable Now:	\$0.00
Payable Later:	\$390.00
- Required Documents:** No documents required.
- Other Documents:** No documents uploaded. [Upload Document](#)
- Booking Breakdown:**

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
Town Hall	09:00 AM	10:00 AM	Hours	1	\$40.00	\$40.00	\$0.00
- Add contacts for booking notifications:** [Add Existing Contact](#) [Add Manual Contact](#)
- Action Buttons:** [Delete](#) [Modify](#) [Print Quote](#) [Complete](#)

16. Click **'Modify'** if any changes are required OR

17. Click **'Complete'**

18. If there is a checklist attached to the venue, it will pop up for you to complete.

The 'Enter Checklist' dialog box contains the following information:

- Name:** Liquor License
- Instruction:** 1. Will alcohol be served at your event? * Yes No
- Buttons:** [Cancel](#) [Ok](#)

19. The **'Terms and Conditions'** will pop up. Take the time to read through

20. If you agree to **'Terms and Conditions'** click the **'Tick box'** and click **'Continue'**

21. Click **'Print'** if you would like a hard copy

22. A Bookings officer will review your booking and will contact you if required.

23. An invoice will be sent to your email with payment details.

24. Click **'Done'**