



PRaWs HQ Booking System instructions

Contents

Introduction.....	1
Instructions	2
Viewing existing bookings	2
Making a booking	3
Notes	5
Available rooms	7
Charges.....	7
Additional charges:	7
Terms and Conditions.....	8

Introduction

This document describes how to view and book rooms in the County HQ building. It consists of three parts:

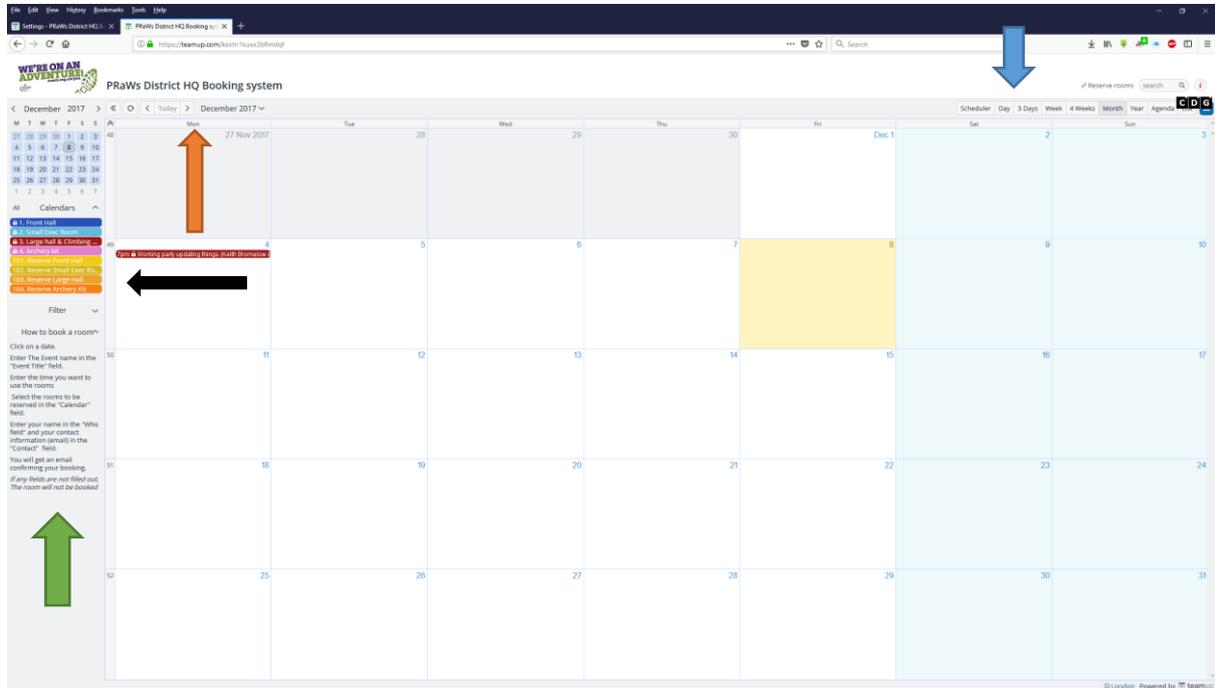
1. How to view existing bookings
2. How to make a new booking
3. What the charges (if any) and terms will be

If you have any queries on this, please contact Keith Bromelow.

Instructions

Viewing existing bookings

Click on this [link](#) and you will see this screen appear:



- At the top right of the screen (shown where the blue arrow is pointing), you can change the view to daily, weekly, monthly etc. The view will be remembered for the next time you use it.
- At the top left of the screen (shown where the orange arrow is pointing) you can change the calendar dates back and forwards.
- On the left of the screen (shown where the black arrow is pointing), it shows which colours on the calendar relate to which rooms, so you can see what has been booked and what is free.
- The instructions to book a date are shown where the green arrow is pointing.
- If the link above doesn't work, copy and paste this into your browser <https://teamup.com/ksvtn1kuvx3bfimdqf>

Feel free to browse the calendar and find free slots.

I would suggest that you bookmark the page when it is opened.

Making a booking

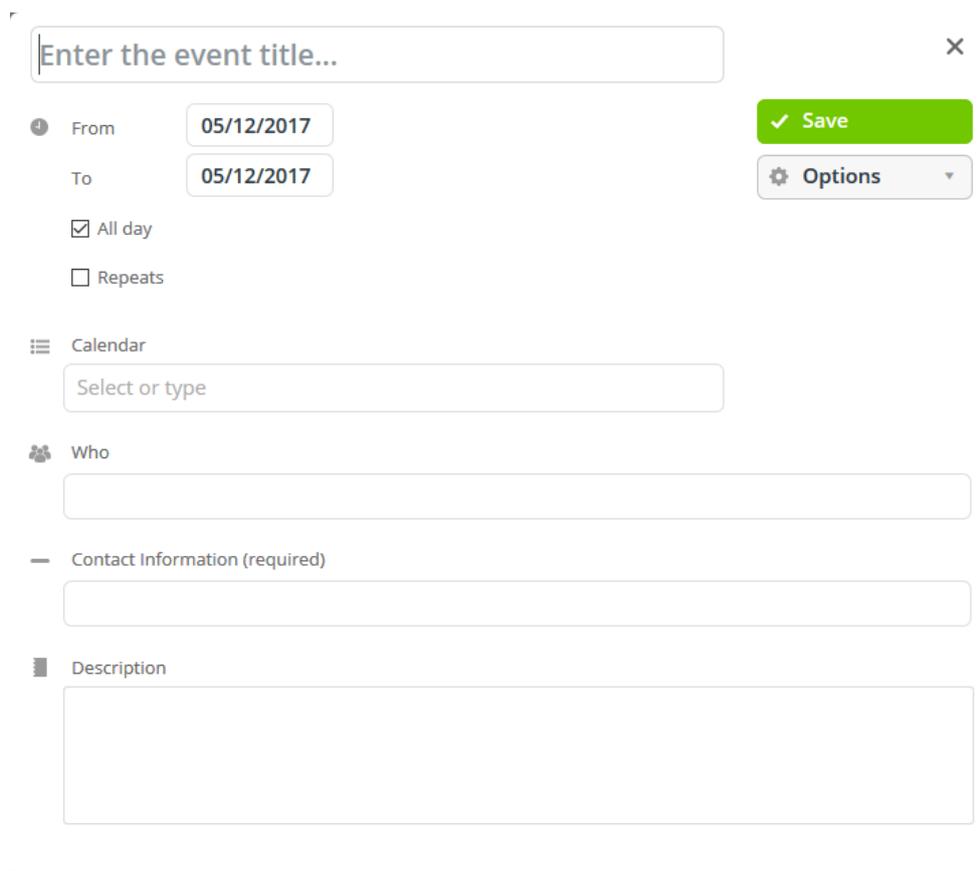
There are two stages to a booking:

1. You directly reserve a room from the calendar system. The principle is that you will “reserve” the rooms you wish for the dates you select. This shows others that there is a reservation.
2. You fill out a form to confirm your booking details, with a name, email and phone number. This form will also show you the charges for the room.

Details for each step are show below:

Reserving the room:

What you do is click on the date you want to book and the following form will appear:



The screenshot shows a booking form with the following elements:

- A text input field at the top with the placeholder text "Enter the event title..." and a close button (X) on the right.
- Two date selection fields: "From" and "To", both containing the date "05/12/2017".
- A green "Save" button with a checkmark icon.
- An "Options" button with a gear icon and a dropdown arrow.
- Two checkboxes: "All day" (checked) and "Repeats" (unchecked).
- A "Calendar" section with a "Select or type" input field.
- A "Who" section with an empty text input field.
- A "Contact Information (required)" section with an empty text input field.
- A "Description" section with a large empty text area.

Fill out the items shown as follows:

- The event title must be filled out and relevant. **If this is missing, your booking may be cancelled**
- Put the start and end dates – the default is the day you clicked, but it can be overridden.
- You can choose which rooms by clicking on the box marked “Select or Type” and a window similar to this will appear:

Enter the event title... ×

From ✓ Save

To ⚙ Options ▾

All day

Repeats

🔔 Reminders [0 enabled](#)

☰ Calendar

👤 Who

✉ Email Address

☰ Description

- Click on the rooms you want to book. Notice at this stage you are only reserving the rooms – they are not confirmed.
- On the “Who” entry field, you must fill out your name or the name of the person who will be the contact.
- On the “Contact” field, you must enter your phone number and your email address. We use this to contact you if you have not filled out the booking form in the second stage. **If any of these are missing, your booking will be cancelled.**
- When it is all correct, click on the green “Save” button.

Once saved, a notification is sent to the DHQ Booking Manager.

Filling out the booking form

When you click "Booking Form" on the main page, this form will be shown:

[Join](#) | [Vacancies](#) | [County Website](#) | [National Website](#) | [Contact](#) | [Privacy Policy](#)



District HQ



DHQ Home	DHQ Facilities	DHQ Bookings	DHQ Prices	DHQ Find Us	Back to Main site
--------------------------	--------------------------------	------------------------------	----------------------------	-----------------------------	-----------------------------------

PRaWS DHQ Booking form

Use this form to request a booking of the PRaWs District HQ building

Name *

First Last

Email * **Phone ***

Group, District or External * **Purpose of the booking ***

Date required from * **Time required from ***

Date required to * **Time required to ***

Which rooms do you require *

Front room Back room and climbing wall Small Exec room

Outside

Approximate number attending

If you know roughly how many are attending, please enter a figure here.

Special Requirements
Enter any special requirements you may need.

Any other details
Put in here any other details you wish.

Terms and Conditions *

Yes No

Click "Yes" above to show you agree to our terms and conditions which can be found here - [Terms & Conditions](#)

Copyright © Alan

Submit

Save

Please fill out all the details. Once done, a cost will be shown. If this cost is greater than zero, an invoice will be sent to the email address entered.

Notes

1. Please ensure you have filled out a correct email and a phone number in the contact details.
2. The kitchen is shared resource and cannot be exclusively booked unless you are booking all rooms.
3. The booking will not include any catering although the kitchen is available for use. Please make your own catering provision or ask us for a quote in the notes section.

A completed form is show here:

DHQ Home	DHQ Facilities	DHQ Bookings	DHQ Prices	DHQ Find Us	Back to Main site
--------------------------	--------------------------------	------------------------------	----------------------------	-----------------------------	-----------------------------------

PRaWS DHQ Booking form

Use this form to request a booking of the PRaWs District HQ building

Name *

Email *

Phone *

Group, District or External *

Purpose of the booking *

Date required from *

Time required from *

Date required to *

Time required to *

Which rooms do you require *

- Front room Back room and climbing wall Small Exec room
 Outside

Approximate number attending

If you know roughly how many are attending, please enter a figure here.

Special Requirements

Enter any special requirements you may need.

Any other details

Put in here any other details you wish.

Terms and Conditions *

Yes No

Click "Yes" above to show you agree to our terms and conditions which can be found here - [Terms & Conditions](#)

Total Cost (External Body)
£100.00

Submit

Save

Available rooms

The following rooms can be booked:

- The Front Hall
- The small Exec room off the front hall
- The large hall at the back, including the climbing wall
- The outside area and any activity kits (such as archery).

Once this form is received (when you click <Submit>), the calendar booking will be updated to show the booking is confirmed and, if needed, an invoice will be issued.

Charges

The following charges apply for all bookings:

Type of user	Room type	Charge
PRaWs Scouts member	Room or rooms for day use	£0
County scouts Training	All rooms for day use	£0
County use during the day	Use of any or all rooms	£15
PRaWs Scouts overnight stay	Use of all rooms	£30 per night – includes day before and day after. Catering not included.
GMN County use with overnight stay	Use of all rooms	£50 per night – includes day before and day after. Catering not included..
External use (not GMN County)	Any or all rooms	£100 per day. Catering not included.
External overnight use (not GMN County)	Use of all rooms	£250 per night – includes day before and day after. Catering not included..

Payment can be made using cash, a cheque or payment directly into a bank account. Please contact The Bookings Manager on bookings.dhq@praws.gmnscouts.org.uk for details.

Payment should be made when the booking is confirmed.

If the booking is cancelled 30 days or more before the booking date, a full refund will be issued.

If the booking is cancelled less than 30 days before the booking date, the full charge will be applied.

Additional charges:

After each external, overnight or weekend use, the building will be inspected. If any remediation work is required, there will be an additional charge of £100 plus the actual remediation cost at £10/hr plus any material needed. This charge includes (but is not limited to):

- Removing rubbish
- Tidying up the toilet facilities
- Cleaning the kitchen to an acceptable standard
- Cleaning the rooms and putting away tables and chairs.
- Cleaning the walls of blue tack (or similar) and fixing any staining of the wall underneath

By booking the building, you agree to accept these charges if applied.

Terms and Conditions.

1. Hirers confine themselves to the rooms and facilities stated in the booking during the period of hire. Any need for additional accommodation, equipment or activities must be agreed with the booking manager prior to use.
2. The hirer is responsible for the safety of all persons attending the event. A full risk assessment should be carried out for the premises, grounds and activities being undertaken. The hirer should ensure that they have appropriate insurance for the activities and qualified staff to run them.
3. Hirers should make themselves familiar with the location of all fire exits in the building.
4. The hirer is responsible for the security of the building ensuring the front doors are locked when activities are taking place at the back of the building.
5. The PRaW scout District cannot be held responsible for any damage to, or losses from vehicles parked within the car park areas, or equipment on or off the premises. Vehicles must not be parked on the grass area.
6. The car park is for the hirer and staff only
7. The hirer will ensure good conduct and order is maintained whilst using and leaving the premises or grounds. No activities which may harm the reputation of the scout movement are to be engaged in.
8. All accidents, breakages and incidents must be reported to the booking manager as soon as possible and not more than 24 hours following the period of hire.
9. The council do not provide a refuse service for the building; therefore, we ask hirers to remove all their waste, rubbish bags are provided in the kitchen. **A charge of £100 plus time charges will be made to dispose of any rubbish left.**
10. The hirer is responsible for leaving the rooms used in a tidy state; returning tables and chairs back to where they belong or came from; empty all waste bins; turn off all lights, taps, gas and electrical appliances used, turn all heating off. **Please do not leave any food in the fridges or freezers at the end of your hire contract.**
11. The hirer is responsible for security, locking all exit door and windows at night and on vacating the building.
12. Do not use any blue tack or similar on the walls. If presentation or similar material is needed to be displayed, please contact the bookings manager to arrange for whiteboards.