

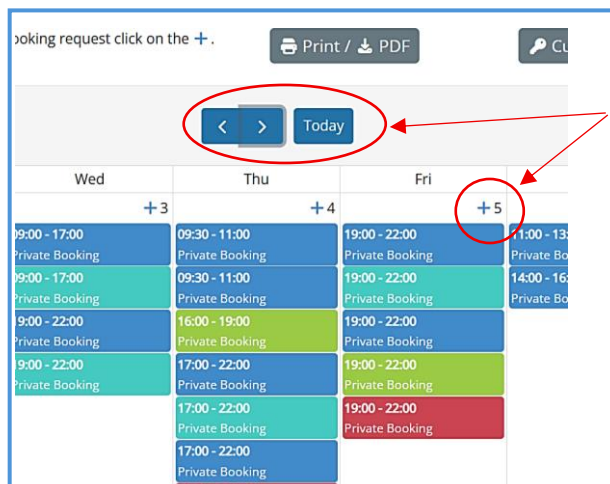
2: Use the arrow keys to scroll to the date you want to book:

If there is already an entry on the day you want to book, check the rooms and times booked.

There can be more than one booking in the hall on each day and different rooms can be booked by different hirers at the same time if they don't impact each other.

The different colours indicate which rooms are booked.

To request a booking click the **+** in the top corner of the date you want.



3: To REQUEST a new booking you need to fill in a 'New User' registration form.

To make your **first** booking you will need to fill in a '**New User**' registration form and you will be sent an email to confirm your new user registration.

If you have made a previous booking, you can just log in to your existing account.

4: Fill in the details for your booking:

Which date?

One day or more?

Which rooms? If you need exclusive use of the whole hall you must book all the rooms.

What time of day do you need?

How many people will be attending? The capacity for the hall is 199, this includes everyone who is going to be in the building; organisers, caterers, performers and guests or audience.

Is it a public or private event?

Is it recurring booking?

If you're not sure at any point click the **?** symbol which will tell you what information is needed for that section.

You will need to include a brief description of your event so we can check that it meets the insurance requirements for the hall. Some activities, for example barbeques, are not permitted.

Before you submit your booking request you will need to tick that you have read and understood the Hire Agreement. Click the link to read the terms and conditions in full before you tick the box!

You are required to complete the Hire Agreement form and submit it before your booking request will be processed by the Bookings Secretary.

The Hire Agreement is a PDF document that will open in a separate page. You will need to download or print this document in order to complete the form at the end.

The image shows two side-by-side screenshots. The left screenshot is from Adobe Acrobat, displaying a PDF document titled "STOCKTON-ON-THE-FOREST VILLAGE HALL CONTRACT OF HIRE". The document content includes the address "Stockton on the Forest Village Hall, Stady Lane, York, YO32 9UR", contact information, and a "Please Note" section stating the hall is run by unpaid volunteers. It also contains "Definitions and Interpretations" and "CONDITIONS OF HIRE GOVERNING THE USE OF THE HALL". The right screenshot is a form titled "Please have the contract with you during your booking as a guide to the conditions of hire and to help make your event an enjoyable one". It contains fields for "Date's of booking's", "Signed", "Name", "On behalf of", "Date", "Address", "Contact Telephone number", and "Email address". There is also a section for "If applicable: Name of nominated responsible person" and "Contact Telephone number". A red arrow points from the text above to the top of the form.

5: When you have completed the online booking form press 'save'.

The image shows a confirmation form with a checkbox labeled "I have read, understood and signed the contract of hire [Hire Agreement](#)". Below the checkbox are two buttons: a green "Save" button with a floppy disk icon, which is circled in red, and a red "Don't Save" button with a close icon.

You will receive an **automated email** to say that your booking '**request**' has been received. There is a link to the hire agreement in this email if you still need to download it. If you do not receive this email please check your spam folder.

Your HallMaster dashboard will now show details of your booking. You can check the status of your request here.

The image shows a screenshot of the HallMaster dashboard. The top navigation bar includes "Stockton on the Forest Village Hall", "View Scheduler", "View Weekly Diary", and "Good Morning, Andrew". The main content area is titled "Bookings" and shows a "Booking saved" notification. Below this is a "Request Booking" button and filters for "Booking Status" (All bookings (1)) and "Show Bookings From" (Today (1) onwards). A table of bookings is displayed with columns: Booking Name, Customer Name, Group Name, Start Date, End Date, Room(s), Status, Invoiced (€), Recurring Date, Date Created, and Actions. The "Status" column for the first booking, "Yorkshire Day Cellih", is circled in red and shows "Requested". A red arrow points from the text above to the "Good Morning, Andrew" link in the top right corner.

You can now **log out**, by clicking on your name in the blue box in the top right corner.

NO bookings will be **confirmed** until the form at the end of the **Hire Agreement is completed and submitted to the Bookings Secretary.**

Copies of all the village hall documents, including the Hire Agreement can be found on the village website.

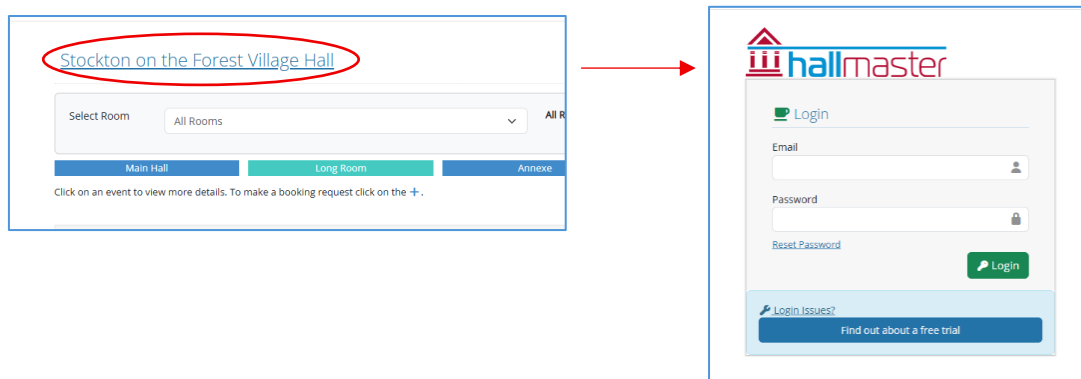
You will be contacted by the Village Hall Bookings Secretary by email as soon as possible, after receipt of your completed hire agreement form, to CONFIRM or DECLINE your booking request.

Please note Stockton on the Forest Village Hall is run by volunteers so it might take a few days before you receive a reply.

Once your booking has been processed the status box on your Dashboard will change to either 'Confirmed' or 'Cancelled'.

6: Dashboard:

You can log in to your HallMaster account at any time to view the status of your bookings by clicking on the 'Stockton on the Forest' name at the top of the diary page to get you to the Login screen. Or just bookmark the page for future reference.



7: Cancellations:

You **CANNOT** cancel or amend your booking request yourself through the HallMaster dashboard.

If you need to **cancel or make changes** to your booking, please contact the Bookings Secretary by email: sotfvh.bookings@gmail.com or telephone: 01904 400382.

If you do not notify the Bookings Secretary to cancel your booking you may still be charged.