From the homepage of Kings Nympton Parish Hall website, select 'Hall Bookings' from the menu.

**How to search for an event or availability at Kings Nympton Parish Hall**

Go to the Hall Booking page on Kings Nympton Parish Hall website.

You can view hall calendar for availability, or to find out what's on, by searching the calendar as far ahead as you like. You can scroll months by clicking the arrows and also alter the view settings to display Month, Week, Day or Agenda.

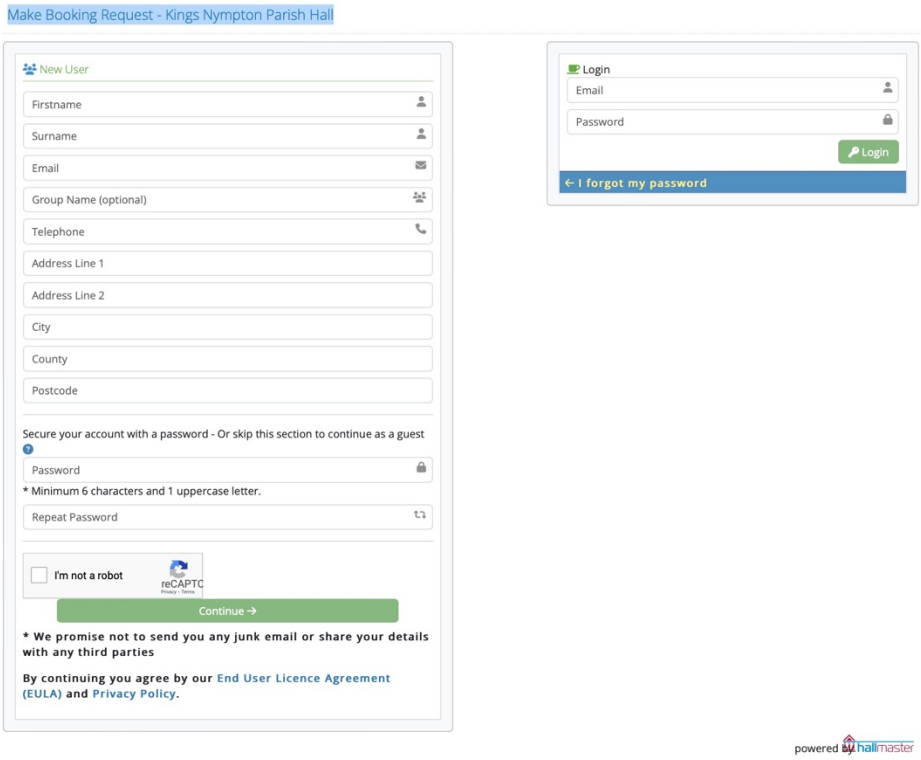
You will notice that some bookings are set to Private whilst others give more details. There are three possible settings available:

- **Private** - name and contact details are not publicly displayed;
- **Public - contact details hidden** – Name of the event or club is shown and when selected you all future booked dates for that organisation are displayed;
- **Public** – future dates displayed as well as contact details (Contact name, email address, phone number a description where you can add links to web pages etc.)

**How to make a booking**

From the calendar find the date you want and click the +

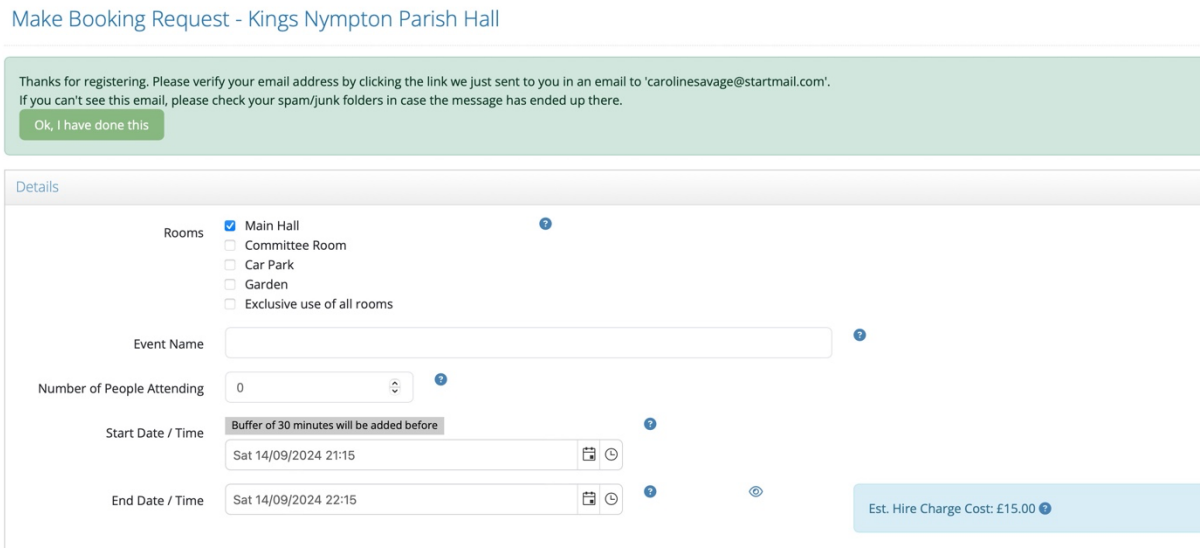
If you are not logged in you will see this page:




**New User** – Enter your contact details in the left column to register a new account.

**Existing User**
Login using the email address you used to register and password.

Verify your account via the email link which will have been sent to you and then click the green button.




Complete the form by filling in the details of the booking(s).

Select the areas you would like to book. If you need exclusive use remember to select the bottom option which prevents other parts from being booked at the same time as yourself.

For help on filling out the form click the  symbol which is there to help with more information.

If you don't know how many people are going to attend enter a maximum number.

Enter the start and end times which for **recurring bookings** can be duplicated.

Create recurring bookings by setting frequency as required – for 'weekly' you can book the same timeslot on different days. By adding the number of recurring bookings you can put in dates for a whole term, year or whatever length of time you wish.

You will see that as you alter the number of recurring bookings, the dates will appear dynamically. You can also easily remove dates for holidays or other dates in the series you don't need. Remember that unless dates have been taken out you will be billed for them.

Select the **Activity** from the drop down list. If you can't find the one you need then can choose something similar and message the bookings secretary.

Next add in any Additional (Line) Items. Use the down arrows to view the options and then 

as required. These are generally optional extras, although certain bookings will require a security deposit.

**Line item Group**
**Extra items**

Tea and Coffee Facilities – assuming that you are using the kitchen for light refreshments only but not using any cooking facilities or the dishwasher.

Full Cooking and Heating Facilities – use of kitchen including cooker, dishwasher, warming cupboards etc as needed.

**Deposits**
Security deposit – we will tell you if this is required and how much when we review the booking and confirm.

**Equipment**
Film Equipment Hire (Martin Pailthorp will need to set this up)

Description – add as much or little as you wish – see help button for details

Privacy – select the appropriate setting for public visibility

Special Requirements – Details of any notes you wish the booking secretary to see. It may also be worth verbally discussing an specific concerns or special arrangements with the booking secretary rather than relying entirely on this form.

You will have to tick the relevant boxes at the bottom of the page relating to licenses and terms and conditions.

The estimated hire charges will be displayed below.

The private booking rates are selected by default, for all new users. Discounted rates are available to local groups and regular bookers at the discretion of the bookings secretary.

Deposits may also be required, depending on the nature of your booking.

Once you have registered your account the settings can be amended, where applicable, to give you access to rates appropriate to your booking.

Once all the information has been entered, click the 

button or your data will be lost and you will need to re-enter it.

**Emails**
You will receive a confirmation that your request has been sent to the booking secretary. Please note that at this stage this is simply a request. It will be displayed on the public calendar as a *Provisional Booking*. You will need a confirmation for this to be finalised and may be expected to pay a booking deposit.