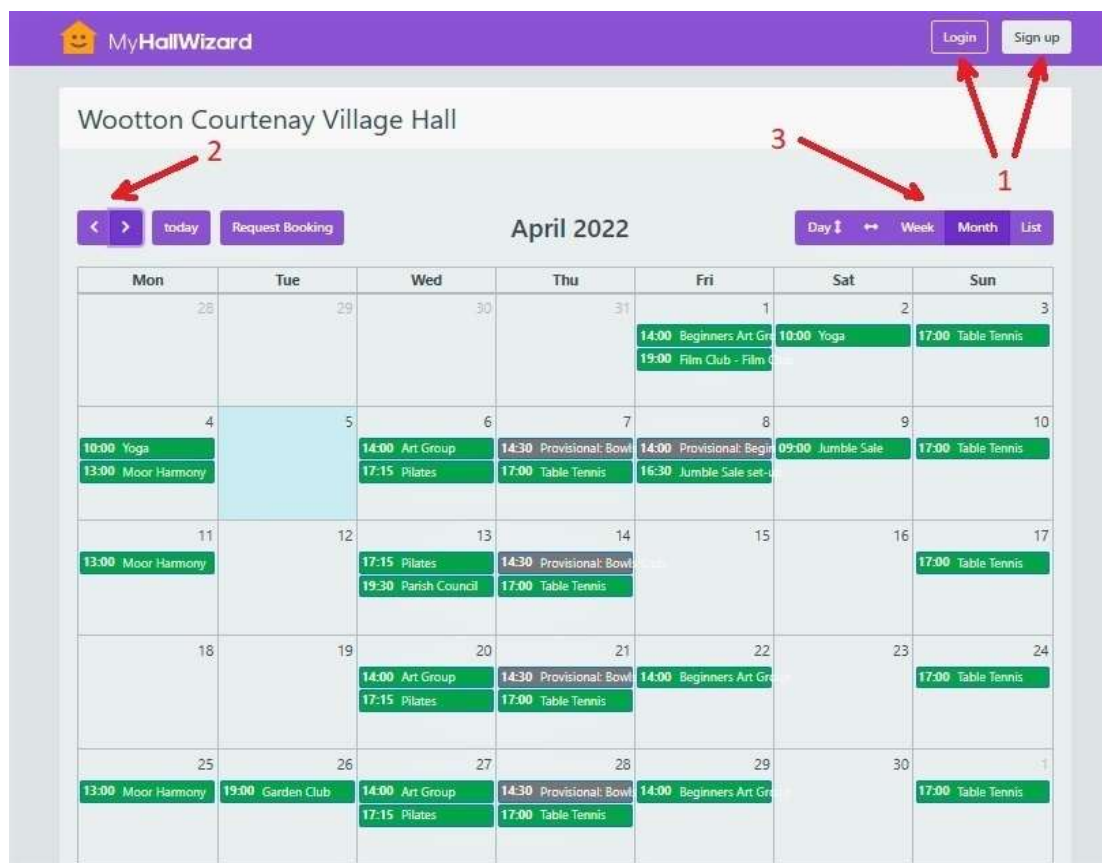


To request a hall booking, follow this link: <https://app.myhallwizard.com/wcvh> You don't need to log in, so ignore the 'Login' and 'Sign up' buttons at the top right of the screen (see arrow 1, below).

You will immediately see all of this month's existing bookings displayed on a calendar, with today high-lit in pale blue.

To see earlier or later months use the '<' and '>' buttons towards the top left of the page (see arrow 2).

You can also switch to a Day or Week view using the button towards the top right of the page (arrow 3), if you prefer.



To request a booking, just click on the relevant day. (Even if you click on the wrong day, you can change it later.)

As soon as you click on the calendar, you should see the booking request form – an example is shown below. Most of the fields should be self-explanatory, but there are a few important points to note:

1) After you enter your name, you are asked to specify who you are making the booking for. In most cases the answer is "A group, organisation or business". You then see an additional prompt to enter the group name, and if you are booking on behalf of a club (for example) please enter the club name here (arrow 4, below)

2) If this is your first booking request for a particular club or society, or if you are booking as an individual, please enter your full contact details (arrow 5). Otherwise, you can just enter your email address and phone number.

3) Further down the form (arrow 6), it says "Your booking request must include any time needed for setting up and clearing up before and after the event.". However, we don't normally charge for short periods of setting up and clearing down time, so if you only need minimal setting up time (e.g. for laying out bowls mats) then please ignore this.

4) When extensive setup and/or clear down time is required, for example for exhibitions, please book these times out separately and under 'Purpose of Booking' (arrow 7) write 'set up for exhibition' or 'clear down for exhibition'. Normal hall rates will apply if the event is organised by someone who is not a Wootton Courtenay resident, but if it is a village event there will be no charge for setup and clear down periods. If in doubt, please contact Dee Binnie by email at hallbookings@woottoncourtenayvillage.co.uk to discuss charge rates.

5) When you have completed the form click on 'Submit' (arrow 8). You will then receive an email either accepting or declining the booking. Once you have submitted a request, you cannot change it using the online system: to change or cancel a booking, or to discuss any problems, please email hallbookings@woottoncourtenayvillage.co.uk or ring Dee Binnie on 07776 474435.

Wootton Courtenay Village Hall - Booking Request

About You

Your name *

Alan Rowe

Who are you making the booking for? *

☐ Myself☒ A group, organisation or business

4

Group Name *

Hydroponics Club

Email *

my.email@btinternet.com

Phone *

841573

Address

Start with post/zip code or street

5

Wootton Courtenay

Address Line 2

Town

County

Post/ZIP Code

United Kingdom

7

Your Booking Request

What is the purpose of your booking? *

Weekly Hydroponics club meeting

Number of attendees *

12

Booking Date and Times *

Fri 01/04/2022

09:00

10:00

6

Your booking request must include any time needed for setting up and clearing up before and after the event.

Is this a repeating booking? *

One-off booking

Please select your preferred room(s) *

Main Hall - capacity 80

Kitchen - capacity 10

We will do our best to assign your preferred room, but we may sometimes need to allocate a suitable alternative room

What extras do you need?

Cooker and/or dishwasher

Do you want your booking to show in the public calendar?

☒ Yes please, show my booking in the calendar

Other information

We would like to use the kettles for a cup of tea, please. We will bring our own mugs, teabags and milk.

Please tell us anything else we need to know.

Terms and Conditions

☒ I have read and agree to the [terms and conditions](#) for this booking and the venue's [privacy policy](#).

The data controller for this booking request is Wootton Courtenay Village Hall, and all queries regarding this request should be addressed to them. Hallwizard Ltd is the data processor, and we are unable to answer any questions for you.

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I'm not a robot



Submit

Cancel