

STEP-BY-STEP USER ONLINE BOOKING GUIDE





(07) 4742 4100 38-46 Daintree Street, Cloncurry QLD 4824 PO Box 3, Cloncurry QLD 4824 www.cloncurry.qld.gov.au council@cloncurry.qld.gov.au

# MAKING A BOOKING IN BOOKABLE

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### LOGGING IN (EXISTING USER)

Please be advised if you have recently held a booking with Cloncurry Shire Council your user will already exist under your email address with a temporary password. You may have already received emails from the Booking System. If you are unsure of which email address has been used please contact the Facilities Team at venues@cloncurry.qld.gov.au or (07) 4742 4100.

Clourry Shire Council	Cloncurry Shire	Council
gular 🔵 Seasonal		Login   Register
1. Search	2. Refine	3. Confirm & Pay
Filters		
Venue Type	Welcome to Cloncurry Shire Council	's venue booking platform.
- Select Venue Type - 🔹	Here you are able to search for venues and make res Please feel free to search our ava	servations for the venue of your choice. ilable facilities <u>here</u> .
Activity Type - Select Activity Type - 💙	Once you have made your search, you can click on the venues to find on hire.	out more details, images and the terms and conditions of
Search for a Venue or Suburb	You must be registered to make a booking through this portal. If yo button on the top right corner of the screen and enter your details. O create new bookings and manage a	u are not already registered, please click the 'Register' nce your registration is verified you will be able to log in, any existing bookings.
	Refer to our <u>User Guide</u> for instructions on u	sing the online booking system.
Date 09/02/2023	If you require assistance with any Community venue bookings, please 4100 or email Venues@Clon	e contact our Booking Administration team on (07) 4742 curry.qld.gov.au
Clear All Search	What would you like to do first: <u>Browse</u>	<u>Venues, Register, or Login?</u>
More Options 🔽		

) SELECT LOGIN AT THE TOP OF THE PAGE.



2

### **Cloncurry Shire Council**

Regular Seasonal





Customer Login		٥
Email	Password	
	□ Show Password	
Login		Eorgot password? Active Birectory Login
ENTER YOUR EMAI YOUR PASSWORD.	IL ADDRESS THEN SELECT	OK TO RESET
	Forgot Password?	
Please enter your email to res	set password.	
	Cancel	
ENTER NEW PASS	WORD.	
ENTER YOUR EMAI	IL ADDRESS AND PASSWO	RD, THEN SEL
Customer <b>Login</b>		Ô
Email	Password	
	Show Password	
		Forgot password?





### **REGISTER (NEW USER)**

Please be advised you must be a registered customer or organisation to make a booking. If you are unsure whether you already have a user registered, please contact the Facilities Team at venues@cloncurry.qld.gov.au or (07) 4742 4100.

Concurry Shire Council	Cloncurry Shire C	ouncil
gular Seasonal		Login   Registe
1. Search	2. Refine	3. Confirm & Pay
Filters		
/enue Type	Welcome to Cloncurry Shire Council's	venue booking platform.
- Select Venue Type - 🔹 👻	Here you are able to search for venues and make reserv Please feel free to search our availab	vations for the venue of your choice. De facilities here.
Activity Type - Select Activity Type -	Once you have made your search, you can click on the venues to find out hire.	more details, images and the terms and conditions of
Search for a Venue or Suburb	You must be registered to make a booking through this portal. If you a button on the top right corner of the screen and enter your details. Once create new bookings and manage any	re not already registered, please click the 'Register' your registration is verified you will be able to log in, existing bookings.
	Refer to our User Guide for instructions on using	g the online booking system.
09/02/2023	If you require assistance with any Community venue bookings, please co 4100 or email Venues@Cloncur	ntact our Booking Administration team on (07) 4742 ry.qld.gov.au
Clear All Search	What would you like to do first: Browse Ver	nues, <u>Register</u> , or <u>Login</u> ?

SELECT REGISTER AT THE TOP OF THE PAGE.



2

### **Cloncurry Shire Council**

Regular Seasonal





# ) SELECT THE REGISTRATION TYPE FROM THE DROP DOWN AS EITHER ORGANISATION OR INDIVIDUAL.

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SELECT THE CUSTOMER TYPE FROM THE DROP DOWN. IF YOU ARE AN INDIVIDUAL, SELECTED WHETHER YOU ARE A PRIVATE HIRER WITHIN OR OUTSIDE THE LOCAL GOVERNMENT AREA (LGA).

Registration <b>Type</b>	<u>&amp;</u>
Individual	Customer Type
	Customer Type
	Private Hirer

5

IF YOU ARE AN ORGANISATION, SELECT WHETHER YOU ARE COMMERCIAL, NOT FOR PROFIT, SCHOOL WITHIN OR OUTSIDE THE LGA, OR SPORTING CLUB/ASSOCIATION.

Registration <b>Type</b>	Q
Organisation	Customer Tune
organisation	Customer Type
	Community Group or Society
	Government
	Not for Profit
	Profitable Organisation
	Schools - outside LGA
	Schools - within LGA
	Sporting Club or Association





# COMPLETE THE REQUIRED REGISTRATION AND CONTACT DETAIL FIELDS.

inegistration type				8
Individual		~	Private Hirer	~
Create <b>Account</b>				6
Email*		Confirm En	nail*	
Password*		Confirm Pa	ssword*	
Show Password		Show Pass	sword	
Our password policy requires a strong p a combination of at least 7 uppercase a special characters. The more characters password will be accepted once the stro Personal Details	vassword. Your password should contain nd lowercase letters, numbers and , the stronger the password. Your ength indicator turns green.			æ
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#### UPLOAD ANY REQUIRED DOCUMENTS (FOR EXAMPLE, PUBLIC LIABILITY INSURANCE OR CERTIFICATE OF INCORPORATION FOR NOT FOR PROFIT ORGANISATIONS).



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# READ THROUGH AND AGREE TO THE PRIVACY POLICY AND TERMS OF USE.

### **Terms and Conditions**

#### 1. General Prohibitions

- Except for registered assistance dogs, you must not permit animals to enter the venue during your hire unless prior permission has been obtained.
- You must ensure that all relevant laws, including those relating to noise are complied with by you and your permitted invitees during your hire of the venue.
- You must not, and you must not allow your permitted invitees to, smoke inside the venue or within (5) five meters of the entrance or doorways. It is your responsibility to ensure that all persons at the venue comply with this condition.
- 4. You must not, and you must not allow your permitted invitees to, use glitter, rice, confetti, rose petals or sand at the venue. Management may permit decorations at its discretion, but any such decorations must not be affixed in any way that may cause damage to any part of the venue (e.g., interior/exterior floors, walls, or other surfaces) and must be removed by you

Print











#### Please be advised all new registrations are required to be verified by Council before being able to log in and make a booking.

The Facilities Team will review and verify your registration within 5 working days. Once your account is verified, an email notification will be sent directly from the booking system to the email used for registration.





### **MAKE A BOOKING**

Please be advised Cloncurry Shire Council requires a minimum of five (5) days' notice for all bookings.

Concurry Shire Gouncil	Cloncurry Shire (	Council
ular Seasonal		Login   Registe
1. Search	2. Refine	3. Confirm & Pay
Filters		
/enue Type	Welcome to Cloncurry Shire Council	's venue booking platform.
- Select Venue Type - 👻	Here you are able to search for venues and make res Please feel free to search our avail	ervations for the venue of your choice. lable facilities <u>here</u> .
- Select Activity Type -	Once you have made your search, you can click on the venues to find o hire.	ut more details, images and the terms and conditions o
earch for a Venue or Suburb	You must be registered to make a booking through this portal. If you button on the top right corner of the screen and enter your details. On create new bookings and manage a	are not already registered, please click the 'Register' ice your registration is verified you will be able to log in, ny existing bookings.
	Refer to our <u>User Guide</u> for instructions on us	ing the online booking system.
09/02/2023	If you require assistance with any Community venue bookings, please 4100 or email Venues@Clonc	contact our Booking Administration team on (07) 4742 :urry.qld.gov.au
Clear All	What would you like to do first: Browse \	lanues Register or Login?

**2** ) SELECT LOGIN AT THE TOP OF THE PAGE.



### **Cloncurry Shire Council**

Regular Seasonal

Cloncurry Shire Council



#### USE THE FILTERS ON THE LEFT-HAND SIDE TO SEARCH BY VENUE TYPE, ACTIVITY TYPE, VENUE NAME OR AVAILABLE DATE.

2. Refine The to Cloncurry Shire Court are able to search for venues and make Please feel free to search ou search, you can click on the venues to l	Login   Registe <b>3. Confirm &amp; Pay</b> <b>ncil's venue booking platform.</b> ke reservations for the venue of your choice. r available facilities <u>here</u> . find out more details, images and the terms and conditions of
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to make a booking through this portal. rner of the screen and enter your detai create new bookings and man	If you are not already registered, please click the 'Register' ils. Once your registration is verified you will be able to log ir age any existing bookings.
efer to our <u>User Guide</u> for instructions	on using the online booking system.
vith any Community venue bookings, p 4100 or email Venues@	olease contact our Booking Administration team on (07) 474 OCloncurry.qld.gov.au
What would you like to do first: <u>Bro</u>	wse Venues, Register, or Login?
	4100 or email Venues@ What would you like to do first: <u>Brc</u>

4

# SELECT SEARCH AND ALL MATCHING VENUES WILL BE POPULATED.

1. Search	2. Re	fine	3. Confirm & Pay
Filters	Showing results - 9 record(s)		Tile View Map View
Venue Type - Select Venue Type -  Activity Type Select Octavity Type	Allan Vicke The Allan Vicke hold a social ev Community Even	e <b>rs Outdoor Theatre</b> rs Outdoor Theatre, a great place to rela rent. It, Picnics, Social Functions, Theater	Available
- Select Activity Type -	• P <del>*</del>	<u>ځ ۱۱ خ</u>	See availability & More
Date 09/02/2023	A great place for paddleboarding have a wander Community Even ** * Et	r creek Dam or a spot of fishing, water skiing, swimm g. Bring a picnic and relax by the water, or around this picturesque spot. It, Picnics, Social Functions, Sports, Water Sport P 卉 角 神 途	Available or just exts See availability & More
More Options	Cloncurry The Precinct, are central commu- henry Function Harvey-Sutton and Amenities. Conferences, Coo	Community Precinct s it is affectionately known as by locals, inity hub incorporating the Shire Hall, Er Rooms, Bob McDonald Library, Dr Davi Gallery, Courtyard, Commercial Kitchen sking, Meeting, Performances, Social Function	Available is a mest id EXPLORE VENUE is is
	kra <b>tit 6</b> "	ė.⊟ †	See availability & More





The Precinct, as it is affectionately known as by locals, is a featral community hub incorporating the Shine Hall, Enrest Hardback, Dr David Parvey-Sutton Galler, Courtyard, Commercial Kitchen Bar, and Amentics.        Concentration:		Cloncurry Community Precinct Availabl
and Amenities. Conferences, Cooling, Maeting, Performances, Social Functions Conferences, Cooling, Maeting, Performances, Social Functions Conferences, Cooling, Maeting, Performances, Social Functions Fund out more Community Precinct Entre Community Precinct including: - A function Rooms - Courty and - Shire Hall & Maeting Room - Shire Hall & Maeting Ro		The Precinct, as it is affectionately known as by locals, is a central community hub incorporating the Shire Hall, Ernest Henry Function Rooms, Bob McDonald Library, Dr David Harvey-Sutton Gallery, Courtyard, Commercial Kitchen, Bar,
Current recent recen	and the second	and Amenities.
Image: Image		
Image: Constant of the constant of the sense o		* / 📾 🖬 🗆 🗉 🖼 ¥ / 🛱 스 님
bookable items Venue Details Images Documents Daily View [Weekly view [Monthly view		httel 🖬 🌢 🛱 🤶 Close
Daily View   Weekly view   Monthly view Clocurry Community Precinct Entire Community Precinct including: - 4 Function Rooms - Curyard - Shire Hall & Meeting Room - Kitchen - Bar The Feb 09, 2023 - D	Bookable Items Ven	ue Details Images Documents
Cloncurry Community Precinct Find out more Capacity: 200   2 Function Rooms Courtyard   3 Sine Hall & Meeting Room We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   We booking I booked Buffer I Available Closed Closure   3 Bir Bir   Book this Item I   Performance, Social Functions   BOOK VENUE COMPLETE THE REQUIRED BOOKING INFORMATION. Reference: Closet Standard Buffer I Statut your booking add a functor the Backing dyna we registered Reference: Closet Standard Buffer I Statut your booking add a functor the valuation of your backing Birder Burders I Mutder Burders I Statut your booking add a functor the valuation of your backing Birder Burders Add the kenny you with the block, then chause the duatation of your backing	Daily View   Weekly v	iew   Monthly view
Entire Community Precinct including: - 4 Function Rooms - Courtyard - Shire Hall & Meeting Room - Kitchen - Bar Tw Feb 09, 2023 We booking tooked Buffer Available Closed Closure We booking tooked Buffer Available Closed Closure Methods & & & & & & & & & & & & & & & & & & &		mmunity Precinct
Shire Hall & Meeting Room Shire Hall & Meeting Room Bar Bar Bar Bar 100 50, 2023 Bar 100 50, 2023 Book this it en (*) Book this it en (*) Conferences, Meeting, Porter and Social Functions Book this item (*) Book this item (*) SELECT BOOK VENUE ONCE YOU HAVE DECIDED ON VENUE. SELECT BOOK VENUE ONCE YOU HAVE DECIDED ON VENUE. SELECT BOOK VENUE ONCE YOU HAVE DECIDED ON VENUE. COMPLETE THE REQUIRED BOOK ING INFORMATION. Sching Refinement Booking Social Functions Control of the social function of your proper and login if you are registered King Name: '(50 detractes) angle: 'Area Classes' or 'Sports training' Customers: Custome	Entire Community F - 4 Function Rooms - Courtvard	Precinct including: Capacity: 200
Thur Feb 09, 2023     Why booking     Booked   <	- Shire Hall & Meet - Kitchen - Bar	ing Room
	Thu Feb 09, 2023	My booking Booked Buffer Available Closed Closure
Activities   Conferences, Meeting,   Performances, Social   Functions   Book this item •   SELECT BOOK VENUE ONCE YOU HAVE DECIDED ON   SELECT BOOK VENUE ONCE YOU HAVE DECIDED ON   Second Participation of the performances of the performance of t	12AM 1AM 2AM 3AM	4AM 5AM 6AM 8AM 9AM 11AA 11AA 12PA 12PA 12PA 4PM 4PM 4PM 6PM 7PM 6PM 71PA
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booking Refinement         . Booking Overview To start your booking, add a Name for the Booking, choose your purpose and login if you are registered         vking Name: * (150 characters.)       Attendee Numbers: *       Included Dates         rample: "Dance Classes" or "Sports training"       Attendee Numbers: *       Included Dates         pose: *       Customer:       Thursday.09/02/2023         tditional Information       Guest       Customer.         . Booking Items Add the items you wish to book, then choose the duration of your booking.       Costa Report/Add Date		
BOOKING Overview To start your booking, add a Name for the Booking, choose your purpose and login if you are registered       Included Dates         wking Name: * (150 characters.)       Attendee Numbers: *       Included Dates         vample: "Dance Classes" or "Sports training"       Attendee Numbers       Thursday.09/02/2023         pose: *       Customer:       Guest       Included Dates         dditional Information       .       Booking Items Add the items you wish to book, then choose the duration of your booking.	SELECT B VENUE.	OOK VENUE ONCE YOU HAVE DECIDED ON BOOK VENUE E THE REQUIRED BOOKING INFORMATION.
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	SELECT B VENUE. COMPLET cooking Refinement 1. Booking Overview To sta soking Name: * (150 characters.) Example: "Dance Classes" or "Sp urpose: * Purpose Additional Information 2. Booking Items Add the item	





# ADD ADDITIONAL BOOKING ITEMS, TIMES AND DATES IF REQUIRED.

Cloncurry Community Precinct	Da Fri F	eb 10,	iew	Weel	kly vi	ew   M	Montl	hly vi	ew ash Myt	ookir	g 🗖	Curren	it 🔳	Reserv	/ed	Bog	ked	Buf	fer 🗌	Avai	lable	Clo	osed Closu
Cloncurry Community Precinct	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	10AM	11AM	12PM	1PM	ZPM	BPM	4PM	MdS	6PM	MdZ	Md8	Wd6	10PM	11PM
Community Kitchen and Bar	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	10AM	11AM	12PM	1PM	ZPM	MME	4PM	MdS	6PM	MdZ	Md8	Wd6	MdOL	11PM
Community Bar	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	10AM	11AM	12PM	1PM	2PM	ЗРМ	WI V	MdS	6PM	Md2	8PM	M46	10PM	11PM
Community Kitchen	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	TOAM	11AM	12PM	1PM	2PM	MME	4PM	NIds	6PM	Mdt	8PM	Md6	10PM	11PM
Courtyard	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	IOAM	11AM	IZPM	1PM	ZPM	MME	Wd5	SPM	6PM	Mdt	8PM	Md6	MOOI	Mdti
Ernest Henry Mining Function Rooms	AM	MM	W	W	W	W	MM	M	N N	E I	W	Z	× +	×.	ş	N	W	Wd	M	Wd	W	Md	Z

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REVIEW YOUR BOOKING INFORMATION AND SCROLL TO THE BOTTOM AND SELECT CHECKOUT.



10

IF PROMPTED, ACCEPT HOLIDAY DATES THAT FALL WITHIN YOUR BOOKING REQUEST. IF YOU HAVE SELECTED A HOLIDAY DATE IN ERROR, SELECT CANCEL OR ACCEPT.









#### AT THIS STAGE IN THE PROCESS YOUR BOOKING STATUS WILL BE TEMPORARY. REVIEW THE DETAILS AND ENSURE YOUR BOOKING IS CORRECT.

Select Extras								
Please select	optional extras to be included in your booking.	Included Dates Sunday 09/04/2023						
Name	Description							
Chairs	Chairs (type/dimensions). Free to Hire. Please select quantity required.							
Tables	Tables (type/dimensions). Free to Hire. Please select quantity required.							
□ High Bar Tables	Stainless Steel High Bar Tables. Free to Hire. Please select quantity required.							
Urn 20L	Hot water urn with 20 litre capacity. Please select quantity required.							



#### AT THIS STAGE IN THE PROCESS YOUR BOOKING STATUS WILL BE TEMPORARY. REVIEW THE DETAILS AND ENSURE YOUR BOOKING IS CORRECT.

Booking Details		(Booking Status: Temporary)
Booking <b>Overview</b>		
Venue:	Customer:	Pricing Summary



SCROLL TO THE BOTTOM OF THE PAGE, AND IF REQUIRED YOU CAN DELETE, MODIFY OR PRINT QUOTE FOR YOUR BOOKING.



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SELECT COMPLETE WHEN YOU ARE READY TO FINALISE YOUR BOOKING.



COMPLETE THE CHECKLIST IF PROMPTED.

READ AND ACCEPT THE TERMS AND CONDITIONS.

### **Terms and Conditions**

#### 1. General Prohibitions

- Except for registered assistance dogs, you must not permit animals to enter the venue during your hire unless prior permission has been obtained.
- You must ensure that all relevant laws, including those relating to noise are complied with by you and your permitted invitees during your hire of the venue.
- 3. You must not, and you must not allow your permitted invitees to, smoke inside the venue or within (5) five meters of the entrance or doorways. It is your responsibility to ensure that all persons at the venue comply with this condition.
- 4. You must not, and you must not allow your permitted invitees to, use glitter, rice, confetti, rose petals or sand at the venue. Management may permit decorations at its discretion, but any such decorations must not be affixed in any way that may cause damage to any part of the venue (e.g., interior/exterior floors, walls, or other surfaces) and must be removed by you

I have read and accept the Terms and Conditions.



Print

hire Counc





UPLOAD ANY REQUIRED DOCUMENTATION FOR THE BOOKING. DOCUMENTS CAN INCLUDE SAFE PARTY REGISTRATIONS, AND PUBLIC LIABILITY INSURANCE. PLEASE NOTE, NOT ALL BOOKINGS REQUIRE DOCUMENTATION.

Upload Document	a
Any documents specified below must be uploaded as part of your registration. Registrations the required documents may be delayed or rejected.	at do not include
No registration requirements	
Select Files	
By registering, you agree you have read and you accept our <u>Privacy Policy</u> and <u>Terms of Use</u> .	
Create Account	

Your booking status will remain tentative until Cloncurry Shire Council has reviewed and confirmed your booking. The Facilities Team will review and confirm your booking within 10 working days.

Once your booking is confirmed by Cloncurry Shire Council, you will receive an email confirming the details along with a copy of your invoice.

All bonds and key bonds are due upon collection of keys.



SELECT CHECKOUT AT THE BOTTOM OF THE SCREEN TO COMPLETE PAYMENT.







### MAKE A MULTIPLE DAY BOOKING

Please be advised Cloncurry Shire Council requires a minimum of 5 days' notice for all bookings.

	council
2. Refine	Login   Registe 3. Confirm & Pay
Welcome to Cloncurry Shire Counci	l's venue booking platform.
Here you are able to search for venues and make re	servations for the venue of your choice.
Once you have made your search, you can click on the venues to find hire.	out more details, images and the terms and conditions of
You must be registered to make a booking through this portal. If yo button on the top right corner of the screen and enter your details. C create new bookings and manage	ou are not already registered, please click the 'Register' Once your registration is verified you will be able to log in, any existing bookings.
Refer to our <u>User Guide</u> for instructions on u	using the online booking system.
If you require assistance with any Community venue bookings, pleas 4100 or email Venues@Clor	e contact our Booking Administration team on (07) 4742 ncurry.qld.gov.au
What would you like to do first: Browse	Venues, Register, or Login?
	2. Refine  Cultare to Cloncurry Shire Council  Here you are able to search for venues and make re Please feel free to search our ava  Once you have made your search, you can click on the venues to find hire.  You must be registered to make a booking through this portal. If yo button on the top right corner of the screen and enter your details. O create new bookings and manage Refer to our <u>User Guide</u> for instructions on u If you require assistance with any Community venue bookings, pleass 4100 or email Venues@Clor  What would you like to do first: <u>Browsee</u>



Cloncurru Shire Council



# 3 USE THE FILTERS ON THE LEFT-HAND SIDE TO SEARCH BY VENUE TYPE, ACTIVITY TYPE, VENUE NAME OR AVAILABLE DATE.

Clonwry Shire Council	Cloncurry Shire (	Council
Regular 🔵 Seasonal		Login   Register
1. Search	2. Refine	3. Confirm & Pay
Filters		
Venue Type	Welcome to Cloncurry Shire Council	s venue booking platform.
- Select Venue Type - 👻	Here you are able to search for venues and make rese Please feel free to search our avail	ervations for the venue of your choice. able facilities <u>here</u> .
Activity Type - Select Activity Type -	Once you have made your search, you can click on the venues to find ou hire.	ut more details, images and the terms and conditions of
Search for a Venue or Suburb	You must be registered to make a booking through this portal. If you button on the top right corner of the screen and enter your details. On create new bookings and manage ar	are not already registered, please click the 'Register' ce your registration is verified you will be able to log in, ny existing bookings.
	Refer to our User Guide for instructions on usi	ing the online booking system.
09/02/2023	If you require assistance with any Community venue bookings, please 4100 or email Venues@Clonc	contact our Booking Administration team on (07) 4742 urry.qld.gov.au
Clear All Search	What would you like to do first: <u>Browse V</u>	enues, Register, or Login?
More Options 🔽	)	

4

# SELECT SEARCH AND ALL MATCHING VENUES WILL BE POPULATED.

1. Search		2. Refine	3. Confirm & Pay
Filters	Showing results - 9 recor	d(s)	Tile View Map View
Venue Type - Select Venue Type - 💙		Allan Vickers Outdoor Theatre The Allan Vickers Outdoor Theatre, a great place to relax or t hold a social event.	• EXPLORE VENUE
- Select Activity Type -		Community Event, Picnics, Social Functions, Theater 李 P 卉 丞 輔 谂	See availability & More 🗸
Search for a Venue or Suburb		Chinaman Creek Dam A great place for a spot of fishing, water skiing, swimming o paddleboarding, Bring a picnic and relax by the water, or just have a wander around this picturesque spot.	Available EXPLORE <b>VENUE</b>
09/02/2023	A	Community Event, Picnics, Social Functions, Sports, Water Sports	See availability & More 🔽
More Options 🗸		Cloncurry Community Precinct The Precinct, as it is affectionately known as by locals, is a central community hub incorporating the Shire Hall, Ernest Henry Function Rooms, Bob McDonald Library, Dr David Harvey-Sutton Gallery, Courtyard, Commercial Kitchen, Bar, and Amenities. Conferences, Cooking, Meeting, Performances, Social Functions *	Available
		htt 🖬 🌢 🔥 🏳 🤶	See availability & More 🔽

$\left( \right)$	
$\subseteq$	Concurry Shire Council



The Precinct, as it is affectionately known as by locals, is a central community hub incorporating the Shire Hall, Ernest Henry Function Rooms, Bob McDonald Library, Dr David Henry Function Rooms, Bob McDonald Library, Dr David Henry Function Callery, Courtyard, Commercial Kitchen, Bar, and Amerites.         Conferences, Cooking, Meeting, Performances, Social Functions         Image: Cooking Meeting, Performances, Social Functions         Daily View   Weekly view   Monthly view         Concurry Community Precinct         Intrice Community Precinct including:         - 4 Function Rooms         - Courtyard         - Sine Hall & Meeting Room         - Kitchen         - Bar         Image: P * M * * * * * * * * * * * * * * * * *	ECIDED O
and Amenities. Conferences, Cooking, Meeting, Performances, Social Functions	Close Find out more Capacity: 200 ilable Closed Closu Book this item
Implementes, cooling, Meeding, Periodmanace, Social Functions         Implementes, Cooling, Meeding, Periodmanace, Social Functions         Implementes, Cooling, Meeding, Periodmanace, Social Functions         Bookable Items, Venue Details, Images, Documents         Daily View   Weekly view   Monthly view         Cloncurry Community Precinct         Entire Community Precinct including:         - 4. Function Rooms         - 5. Shire Hall & Meeting Room         - Kitchen         - Bar         The Feb 09, 2023         My booking       Booked         - Bar         The Feb 09, 2023         My booking       Booked         - Conferences, Meeting, Performances, Social Functions         SELECT BOOK VENUE ONCE YOU HAVE D         SELECT BOOK VENUE ONCE YOU HAVE D         BOOK VENUE	Close Find out more Capacity: 200 ilable Closed Closu Book this item
Image: Image: Documents         Bookable Items: Venue Details         Image: Documents         Daily View   Weekly view   Monthly view         Cloncurry Community Precinct         Entire Community Precinct including:         - 4 Function Rooms         - Courtyard         - Shire Hall & Meeting Room         - Kitchen         - Bar         Thu Feb 09, 2023         My booking         Booked         Built # # # # # # # # # # # # # # # # # # #	Find out more Capacity: 200 Hable Closed Closu Book this item
Bookable Items Venue Details Images Documents Daily View   Weekly view   Monthly view Cloncurry Community Precinct Entire Community Precinct including: - 4 Function Rooms - Courtyard - Shire Hall & Meeting Room - Kitchen - Bar Thu Feb 09, 2023	Find out more Capacity: 200 ilable Closed Closu Book this item
Bookable Items Venue Details Images Documents         Daily View   Weekly view   Monthly view         Cloncurry Community Precinct         Entire Community Precinct including:         - 4 Function Rooms         - Courtyard         - Shire Hall & Meeting Room         - Kitchen         - Bar         Thu Feb 09, 2023         My booking       Booked         Buffer       Average         A Bar         Thu Feb 09, 2023       My booking         Booked       Buffer         A Bar         Thu Feb 09, 2023       My booking         Booked       Buffer         A Bar         Bar       Bar         Bar       Bar         Bar       Bar         Bar       Bar         Conferences, Meeting, Performances, Social Functions         SELECT BOOK VENUE ONCE YOU HAVE D VENUE         BOOK VENUE	Find out more Capacity: 200
Daily View   Weekly view   Monthly View         Cloncurry Community Precinct         Entire Community Precinct including:         - 4 Function Rooms         - Courtyard         - Shire Hall & Meeting Room         - Kitchen         - Bar         Tou Feb 09, 2023         My booking       Booked         Bar         ************************************	Find out more Capacity: 200
Cloncurry Community Precinct         Entire Community Precinct including:         - 4 Function Rooms         - Courtyard         - Shire Hall & Meeting Room         - Kitchen         - Bar         Tru Feb 09, 2023         My booking       Booked         Bar         Conferences, Meeting, Priorities         Conferences, Meeting, Performances, Social Functions    SELECT BOOK VENUE ONCE YOU HAVE D VENUE.	Find out more Capacity: 200 ilable Closed Closu Book this item
- Shire Hall & Meeting Room - Kitchen - Bar Thu Feb 09, 2023 Thu Feb 09, 2023	ilable Closed Closu
Image double       Image double <t< td=""><td>Book this item</td></t<>	Book this item
▲ P ★ I I I I I I I I I I I I I I I I I I	Book this item
VENUE.	ECIDED O
COMPLETE THE REQUIRED BOOKING INF	ORMATIO
Booking Refinement	
Booking Name: * (150 characters.) Attendee Numbers: * Included Dai	es
Example: "Dance Classes" or "Sports training" Attendee Numbers Inursday OS	/02/2023
Purpose   Guest	
+ Additional Information	
2. Booking Items Add the items you wish to book, then choose the duration of your booking.	
09/02/2023	



9



# ADD ADDITIONAL BOOKING ITEMS, TIMES AND DATES IF REQUIRED.

Cloncurry Community Precinct	Da Fri F	ily Vi eb 10,	2023	Weel	kly vi	ew   I	Mont	nly vi	iew ash My I	bookir	g 📕	Currer	nt 🔳	Reserv	ved	Bog	ked	Buf	fer 🗌	Avail	able	Clo	sed Closu
Cloncurry Community Precinct	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	10AM	11AM	12PM	1PM	ZPM	BPM	4PM	SPM	6PM	Md	8PM	Wd6	10PM	11PM
Community Kitchen and Bar	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	10AM	11AM	12PM	1PM	ZPM	MdE	4PM	MIdS	6PM	Md	8PM	Wd6	10PM	11PM
Community Bar	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	10AM	11AM	12PM	1PM	ZPM	BM	Wdy.	MdS	6PM	Md	8PM	M46	10PM	11PM
Community Kitchen	12AM	1AM	ZAM	3AM	4AM	SAM	6AM	7AM	8AM 9AM	10AM	11AM	12PM	1PM	ZPM	MME	4PM	MdS	6PM	Md	8PM	Md6	10PM	11PM
Courtyard	12AM	1AM	ZAM	3AM	4AM	SAM	GAM	7AM	8AM 9AM	IDAM	11AM	12PM	1PM	ZPM	MME	4PM	SPM	6PM	Mdt	8PM	Md6	MODI	Md11
Ernest Henry Mining Function Rooms	W	Σ	Σ	Σ	Σ	Σ	Σ	Σ	ΣΣ	3	ş	ž	z	Σ	Σ	E	Σ	Σ	Σ	Σ	Σ	N	×

SELECT REPEAT/ ADD DATE AND CLICK OK



Seen within the booking refinement. The repeted dates are showing on the booking screen. If you have made a mistake, delete the date(s) by clicking on the Bin icon next to the date.













### **AMEND A BOOKING**

ENTER THE LANDING PAGE AT BOOKABLE.

Clon curry shire council	Cloncurry Shire	Council
egular Seasonal		<u>Login   Register</u>
1. Search	2. Refine	3. Confirm & Pay
Filters		
Venue Type	Welcome to Cloncurry Shire Counci	l's venue booking platform.
- Select Venue Type - 👻	Here you are able to search for venues and make re Please feel free to search our ava	servations for the venue of your choice. ailable facilities here.
Activity Type - Select Activity Type - 🛛 💙	Once you have made your search, you can click on the venues to find hire.	out more details, images and the terms and conditions of
Search for a Venue or Suburb	You must be registered to make a booking through this portal. If yo button on the top right corner of the screen and enter your details. C create new bookings and manage	ou are not already registered, please click the 'Register' )nce your registration is verified you will be able to log in, any existing bookings.
	Refer to our <u>User Guide</u> for instructions on u	using the online booking system.
Date 09/02/2023	If you require assistance with any Community venue bookings, pleas 4100 or email Venues@Clor	e contact our Booking Administration team on (07) 4742 ncurry.qld.gov.au
Clear All Search	What would you like to do first: Browse	Venues, Register, or Login?
More Options 🔽		

**2** ) SELECT LOGIN AT THE TOP OF THE PAGE.



### **Cloncurry Shire Council**

Login | <u>Register</u>

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# 3 ONCE LOGGED IN, SELECT MY ACCOUNT.

# Cloncurry Shire Council

Regular Seasonal

Cloncurry

Sullivan Norris, Pearl(Pearls@cloncurry.qld.g(v.au) <u>My Account | Logout</u>



### SELECT YOUR BOOKING LINK UNDER THE BOOKING NAME.

My	Account						
My	Bookings My Det	ails My Transactions			Outstanding	\$1,281.80	Add Payment
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
27	MEETING	Cloncurry Community Precinct	Cloncurry Community Precinct	09/Apr/23	10/Feb/23	\$1,281.80	Tentative

5

# SCROLL TO THE BOTTOM OF THE PAGE AND SELECT THE EDIT BUTTON NEXT TO THE DATE OF THE BOOKING YOU WISH TO AMEND.

April 2023 Sunday 🕝	Booking Break	Booking Breakdown					
Bookable Item	From	То	Unit	# of Units	Unit Price	Total	GST *
Cloncurry Community Precinct	09:00 AM	05:00 PM	Days	1	\$1,281.80	\$1,281.80	\$0.00



7



#### FROM THIS PAGE YOU CAN CHANGE THE DATE, ADD A DATE, OR ADD A BOOKABLE ITEM TO YOUR BOOKING.

Date		Attendee M	lumbers: 🕜				
09/04/2023		20	_				
Add Date to Booking		2			1.0		
Bonds				Current \$	New \$	Change \$	Payable/Refundable
No bonds.							
Additions				Current \$	New \$	Change \$	Payable/Refundable
No additions.							
Item	Date	Before	From	То		After	Units Delete
Cloncurry Community Precinct Add Resource	09/04/2023	15 mins	09 🗸 :	00 👻	17 •: 00	✓ 15 min	Cancel
Add Bookable Item							
Clash Cverbooked Current	Reserved Bo	oked 🗌 Avai	lable Closed	Closure			
loncurry Community Precinct - A	Apr 9, 2023				anten anten anne denne anten ant		
State of the second se second second sec		2 2 3	5 5		5 5 5	: 2 2	

ONCE YOU HAVE MADE YOUR AMENDMENT, SELECT SAVE.



Please be advised all new registrations are required to be verified by Council before being able to log in and make a booking.

The Facilities Team will review and verify your registration within 5 working days. Once your account is verified, an email notification will be sent directly from the booking system to the email used for registration.



2



### **MAKE A PAYMENT**

ENTER THE LANDING PAGE AT BOOKABLE.

Clonurry Shire Council	Cloncurry Shire (	Council
legular Seasonal		Login   Register
1. Search	2. Refine	3. Confirm & Pay
Filters		
Venue Type	Welcome to Cloncurry Shire Council	's venue booking platform.
- Select Venue Type - 💙	Here you are able to search for venues and make res Please feel free to search our avai	ervations for the venue of your choice. Ilable facilities <u>here</u> .
Activity Type - Select Activity Type - 💙	Once you have made your search, you can click on the venues to find o hire.	out more details, images and the terms and conditions of
Search for a Venue or Suburb	You must be registered to make a booking through this portal. If you button on the top right corner of the screen and enter your details. Or create new bookings and manage a	u are not already registered, please click the 'Register' nce your registration is verified you will be able to log in, any existing bookings.
°°	Refer to our <u>User Guide</u> for instructions on us	sing the online booking system.
Date 09/02/2023	If you require assistance with any Community venue bookings, please 4100 or email Venues@Clone	e contact our Booking Administration team on (07) 4742 curry.qld.gov.au
Clear All Search	What would you like to do first: <u>Browse \</u>	<u>Venues, Register, or Login</u> ?
More Options 🔽		
	1	

) SELECT LOGIN AT THE TOP OF THE PAGE.









ONCE LOGGED IN, SELECT MY ACCOUNT.

#### Cloncurry Shire Council

# **Cloncurry Shire Council**

Regular Seasonal

Sullivan Norris, Pearl(Pearls@cloncurry.qld.gov.au) My Account | Logout

4

SELECT ADD PAYMENT.

My Account								
My Bookings My Details My Organisation My Transactions My Bookings All Bookings Outstanding: \$2,380.00 Add Payment								
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status	
81	Community and Business I	Cloncurry Community Precinct	Shire Hall Urn 20L / 30L Black Tablecloth High Bar Table Covers Crockery	28/Mar/23	22/Feb/23	\$2,380.00	Confirmed	



CHOOSE YOUR PAYMENT TYPE FROM THE DROP DOWN OPTIONS, THEN SELECT VISA OR MASTERCARD IF PAYING BY CREDIT CARD.

	Add Payment	
1. Please choose payment type:	~	Payment Amount : \$2,380.00





7

# SELECT THE INVOICE YOU WISH TO PAY, OR SELECT PAY TO PAY ALL INVOICES

Add Payment							
1. Please choose payment type: Payment Amount : \$							
3ooking 81 -	Community and Business Information Sess	<mark>iions (Amount</mark> Outstanding	Due: \$2,380. Due Date	.00) 💿 Amount	Payment		
☑ INV-68	[INVOICE] Cloncurry Community Precinct Shire Hall 28/03/2023 12:00 to 29/03/2023 00:00	\$695.00	07/03/2023	\$695.00	695		
☑ INV-68	[INVOICE] Cloncurry Community Precinct Urn 20L / 30L 28/03/2023 12:00 to 29/03/2023 00:00	\$20.00	07/03/2023	\$20.00	20		
☑ INV-68	[INVOICE] Cloncurry Community Precinct Black Tablecloth 28/03/2023 12:00 to 29/03/2023 00:00	\$110.00	07/03/2023	\$110.00	110		

# IF YOU WANT TO PAY A PORTION OF THE INVOICE, EDIT THE AMOUNT UNDER PAYMENT.

vment					
ymene	Amount Pa	Due Date	Outstanding	Invoice	
595	\$695.00	07/03/2023	\$695.00	[INVOICE] Cloncurry Community Precinct Shire Hall	✓ INV-68
30	9995.00 ( )	0770372023	\$695.00	Hall 28/03/2023 12:00 to 29/03/2023 00:00	







#### SELECT CHECKOUT.





# ENTER YOUR PAYMENT DETAILS, SELECT THE RECAPTCHA AND SELECT SUBMIT.

Plea	ase input credit card details
Total Amount:	
\$560.00	
Card Type:	
VISA	
Card Number:	
Card Number	
Card Holder Name:	
Cardholder Name	
CVV:	
CVV	
Expiry:	
MM/YY	
I'm not a robot	reCAPTCHA Privacy - Terms
	Submit Cancel





# **DOWNLOAD YOUR INVOICE**

ENTER THE LANDING PAGE AT BOOKABLE.

Clon wrry Shire Council	Cloncurry Shire Council			
egular 🔵 Seasonal		Login   Register		
1. Search	2. Refine	3. Confirm & Pay		
Filters				
Venue Type	Welcome to Cloncurry Shire Council	's venue booking platform.		
- Select Venue Type - 👻	Here you are able to search for venues and make res Please feel free to search our ava	ervations for the venue of your choice. Ilable facilities here.		
Activity Type -	Once you have made your search, you can click on the venues to find c hire.	out more details, images and the terms and conditions of		
Search for a Venue or Suburb	You must be registered to make a booking through this portal. If you button on the top right corner of the screen and enter your details. Ou create new bookings and manage a	u are not already registered, please click the 'Register' nce your registration is verified you will be able to log in, any existing bookings.		
	Refer to our <u>User Guide</u> for instructions on us	sing the online booking system.		
Date 09/02/2023	If you require assistance with any Community venue bookings, please 4100 or email Venues@Clon	e contact our Booking Administration team on (07) 4742 curry.qld.gov.au		
Clear All Search	What would you like to do first: <u>Browse</u>	<u>Venues, Register, or Login?</u>		
More Options 🔽				

) SELECT LOGIN AT THE TOP OF THE PAGE.



2

### **Cloncurry Shire Council**

Login | <u>Register</u>









Regular Seasonal

Concurry Shire Council

Sullivan Norris, Pearl(Pearls@cloncurry.qld.govau) My Account | Logout



SELECT THE THREE DOTS NEXT TO YOUR BOOKING.

My Account								
My	y Bookings My Det	ails My Transactions			Outstanding	:\$1,281.80	Add Payment	
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status	
27	MEETING	Cloncurry Community Precinct	Cloncurry Community Precinct	09/Apr/23	10/Feb/23	\$1,281.80	Tentative	



# SELECT DOWNLOAD INVOICE TO DOWNLOAD A PDF VERSION TO YOUR COMPUTER

ld	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
27	MEETING	Cloncurry Community Precinct	Cloncurry Community Precinct	09/Apr/23	10/Feb/23	\$1,281.80	Tentative





# **FREQUENTLY ASKED QUESTIONS**

#### I HAVE FORGOTTEN MY PASSWORD - HOW DO I RESET IT?

Select Forgot Password on the Login page and follow the prompts. You can also follow the instructions on Page 3; 'Logging In (Existing User)'.

#### HAVE FORGOTTEN THE EMAIL ADDRESS FOR MY LOGIN -HOW DO I FIND IT?

If you have recently held a booking with Cloncurry Shire Council, you may have already received emails from the Booking System to your user login email address. If you are still unsure of which email address has been used, please contact the Facilities Team at venues@cloncurry.qld.gov.au or (07) 4742 4100.

#### I HAVE CREATED AN ADDITIONAL USER TO THE ONE CLONCURRY SHIRE COUNCIL HAS REGISTERED FOR ME - WHAT DO I DO?

The user email address is a unique identifier for all customers and we recommend one email address and user for all bookings. Please contact the Facilities Team at venues@cloncurry.qld.gov.au or (07) 4742 4100.

# (4)

3

2

#### HOW DO I UPDATE MY CONTACT DETAILS?

Once logged in, select My Account at the top of the page, then select My Details. Here you can update your contact details as required.

# 5

#### HOW DO I ADD AN ADDITIONAL CONTACT TO RECEIVE CONFIRMATION EMAILS AND INVOICES?

Once logged in, select My Account at the top of the page, then select your booking link under the Booking Name.

Select Add Manual Contact at the bottom of your booking details.

Enter the contact details name, email address and mobile number (if applicable) and select Add Contact.





### **FREQUENTLY ASKED QUESTIONS CONT.**

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	6	

#### CAN I CANCEL MY BOOKING?

Once logged in, select My Account at the top of the page, then select your booking link under the Booking Name.

Click Cancel Entire Booking.

Please note, in accordance with our Terms and Conditions, Cloncurry Shire Council requires fourteen days notice for all cancellations. You may be subject to a cancellation fee upon cancelling your booking. Please refer to the adopted fees and charges on Council's website for more information.



#### I HAVE RECEIVED AN EMAIL FROM BOOKABLE REQUESTING PAYMENT FOR THE FULL AMOUNT OF MY BOOKING. HOW DO I MAKE A PART PAYMENT?

Payment reminder emails are automatically generated and sent to your email address. Select the first link in the email and you will be taken to your account. You will then be able to select the amount you wish to pay.

The second link in the email will take you to your booking which requests the amount in full.

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#### WHAT PAYMENT METHODS ARE AVAILABLE?

Online Card (PAYWAY) is the preferred method, which accepts both debit and credit, Visa and Mastercard.

We are also accepting cash, and eftpos in person at Cloncurry Shire Council Administration Building, located at 38-46 Daintree Street, Cloncurry.

#### 9

#### WHO CAN I CONTACT FOR ASSISTANCE?

Council's Facilities Team at venues@cloncurry.qld.gov.au or (07) 4742 4100 or email Council@cloncurry.qld.gov.au. For after hours security matters, contact Cloncurry Shire Council's after hours team on (07) 4742 4100.



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(07) 4742 4100 38-46 Daintree Street, Cloncurry QLD 4824 PO Box 3, Cloncurry QLD 4824 www.cloncurry.qld.gov.au council@cloncurry.qld.gov.au