

# Non-Weekly Bookings

Guidance for Customers - Community Facility Bookers from 1<sup>st</sup> April 2023

## Applies to

- ✓ One-off bookings.
- ✓ Fortnightly or monthly bookings.
- ✓ Bookings less than 10 consecutive weeks.

## Does Not Apply to:

- ✗ Weekly bookings of 10 consecutive dates or more.
- ✗ Birthday Parties

## Payment:

Upfront payment will be required at the time of booking for the total cost of your booking.

***\*\*All Bookings Must Be Booked In Advance of Arrival. \*\****

## How To Book

1. Visit [www.antrimandnewtownabbey.gov.uk](http://www.antrimandnewtownabbey.gov.uk) and click on 'Residents' > 'Hire a Facility'. Click on either 'Community Centres' or 'Pavilions'.
2. Choose the building you wish to book & choose the relevant hall/room/pitch.
3. Use the Calendar to select the dates and times you wish to book. Slots in blue are bookable, slots in grey are not available. You can add multiple dates and time slots.
4. Click 'Add to basket' when ready to check out.
5. Log into your Pitchbooking account. If you do not have one click on 'Sign Up' to create one.
6. Make payment using your debit/credit card. You must pay upfront for your booking.
7. You will receive an email confirmation from 'bookings@pitchbooking.com' of your booking.

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