

# Weekly Bookings (Subscription) for 10 weeks or more.

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

Applies to	Does Not Apply to:
✓ Weekly bookings of 10 consecutive dates or more.	✗ One-off bookings. ✗ Fortnightly or monthly bookings. ✗ Bookings less than 10 consecutive weeks.

## Payment:

Your payment will be charged automatically on a weekly basis on the day of your booking & will end on the last day of your booking. No upfront payment required.

**\*\*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' > 'Community Centres'. Click on the link '[Make a Block Booking](#)'.
2. Complete the online booking form and click 'Submit'.
3. Your form will be sent to the Bookings Team and your booking will be checked for availability and added to the Pitchbooking system.
4. You will receive an email from 'bookings@pitchbooking.com' to confirm this.
5. Click the green 'Confirm subscription' button on the email.
6. Click the 'Log In/Sign Up' link.
7. Log Into your Pitchbooking Account or click on 'Sign Up' to create one.
8. Your unpaid block booking will be shown on the screen including date, time and price per week. It will also show when your booking will end and when your weekly payment will stop.
9. Input your card details. Payment will be charged to your card weekly for the weekly hours you have booked and will end on the last day of your subscription.

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