

BOOKABLE

COMMUNITY FACILITIES AND SPORTGROUNDS BOOKING



ACCOUNT CREATION & USER GUIDE



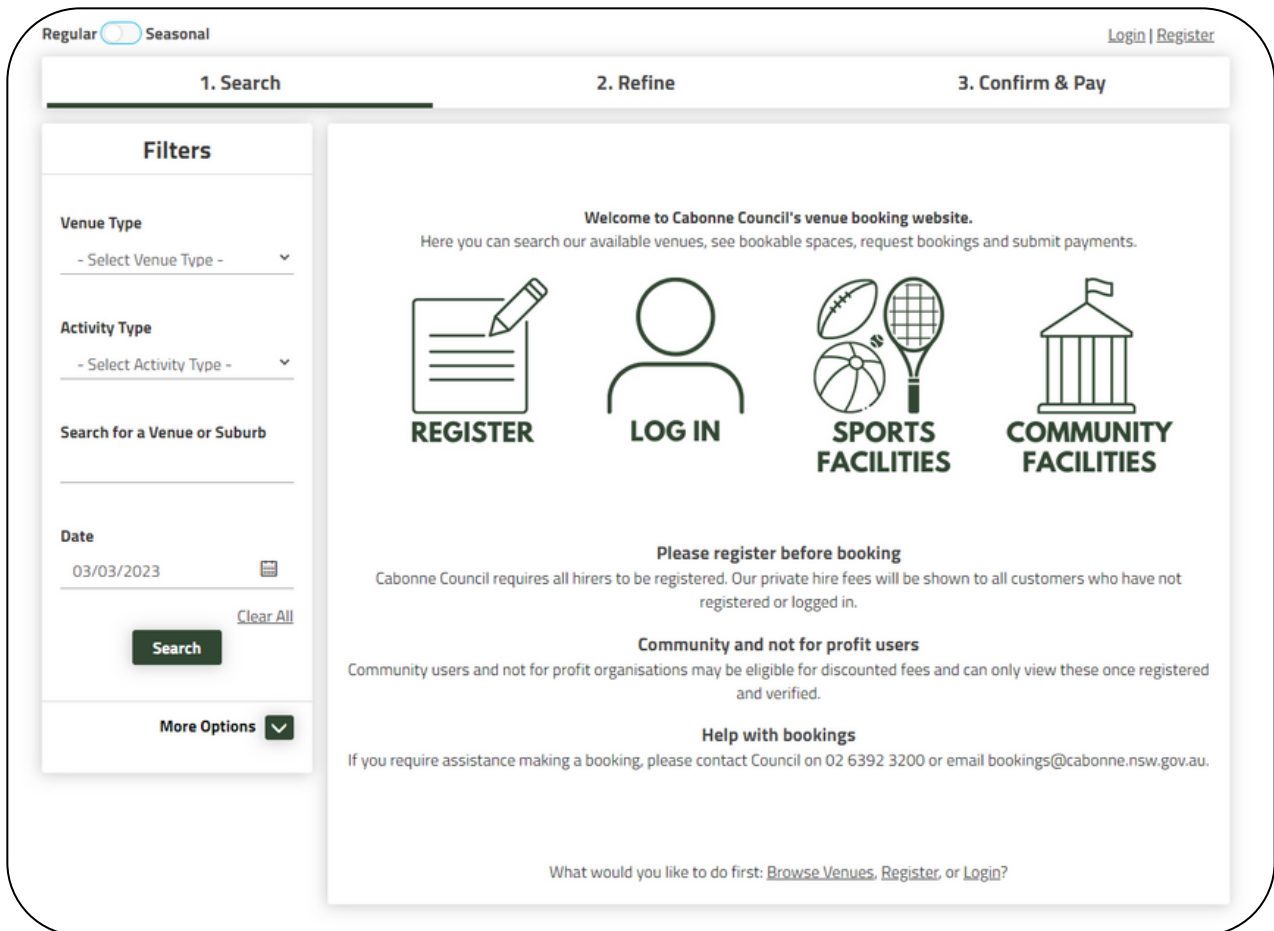
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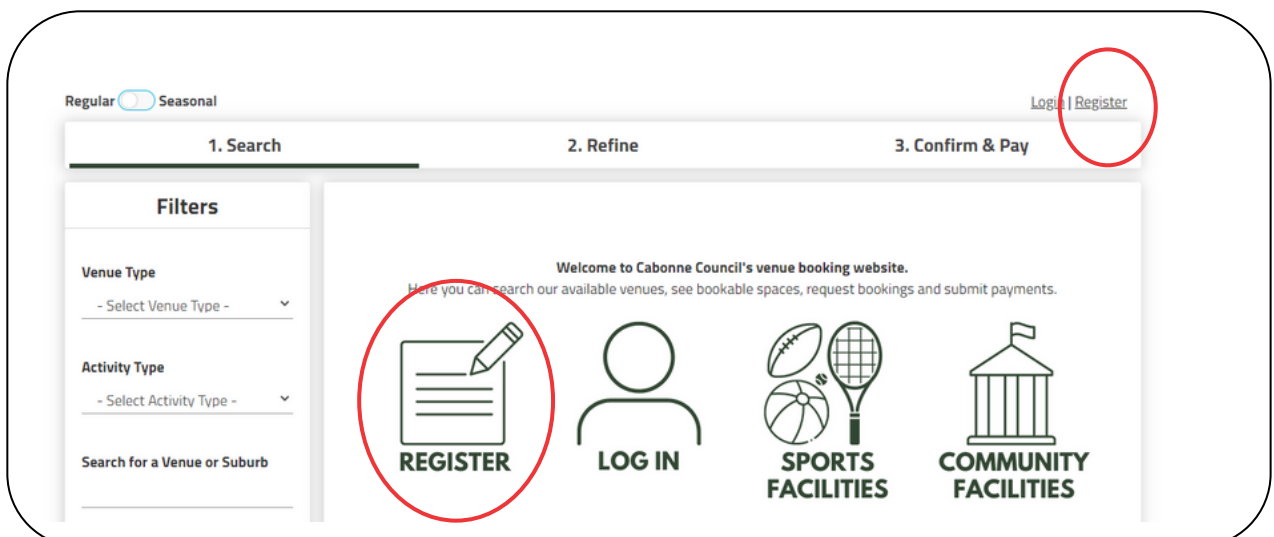
REGISTER AS NEW USER

You must be a registered customer or organisation to make a booking in Bookable.

1 Enter the landing page at Bookable



2 Select Register at the top of the page or the centre icon



- 3 Select the registration type from the drop down as either organisation or individual.**


**Complete the form below and start booking your favourite venues
... once your registration is verified**

Depending on the customer type selected your registration may need to be verified by Council. Once your account has been verified you will be notified by the email address you provide below. You will then be able to login and start making bookings.

Registration Type 

Please choose one of the following 


- 4 If you selected Individual, select Private Hirer.**



Registration Type 

Individual  Customer Type 

Customer Type
Private Hirer

- 5 If you selected Organisation, select whether you are commercial, not for profit, school, government, or sporting club.**

Registration Type 

Organisation  Customer Type 

Customer Type
Commercial Organisation/Business
Government Organisation
Not for Profit Organisation
School (Educational Institution)
Sporting Club or Association

6 Complete the required registration and contact details fields.

Registration Type

Individual ▼

Private Hirer ▼

Create Account

Email*

Confirm Email*

Password*

Confirm Password*

Show Password

Show Password

Our password policy requires a strong password. Your password should contain a combination of at least 7 uppercase and lowercase letters, numbers and special characters. The more characters, the stronger the password. Your password will be accepted once the strength indicator turns green.

Personal Details

Title* ▼

Given Name(s)*

Family Name*

Mobile Number (inc Region and Country codes)*

Phone Number (Optional) (inc Region and Country)

Address Line 1*

Address Line 2 (Optional)

Suburb*

Select State* ▼

Australia ▼

Postcode*

3

- 7 Upload any required documents (for examples, Public Liability Insurance or Certificate of Incorporation for Not For Profit organisations).
- 8 Read through and agree to the Privacy Policy and Terms of Use.
- 9 Select Create Account to complete the registration.

Upload Document

Any documents specified below must be uploaded as part of your registration. Registrations that do not include the required documents may be delayed or rejected.

NA

Select Files

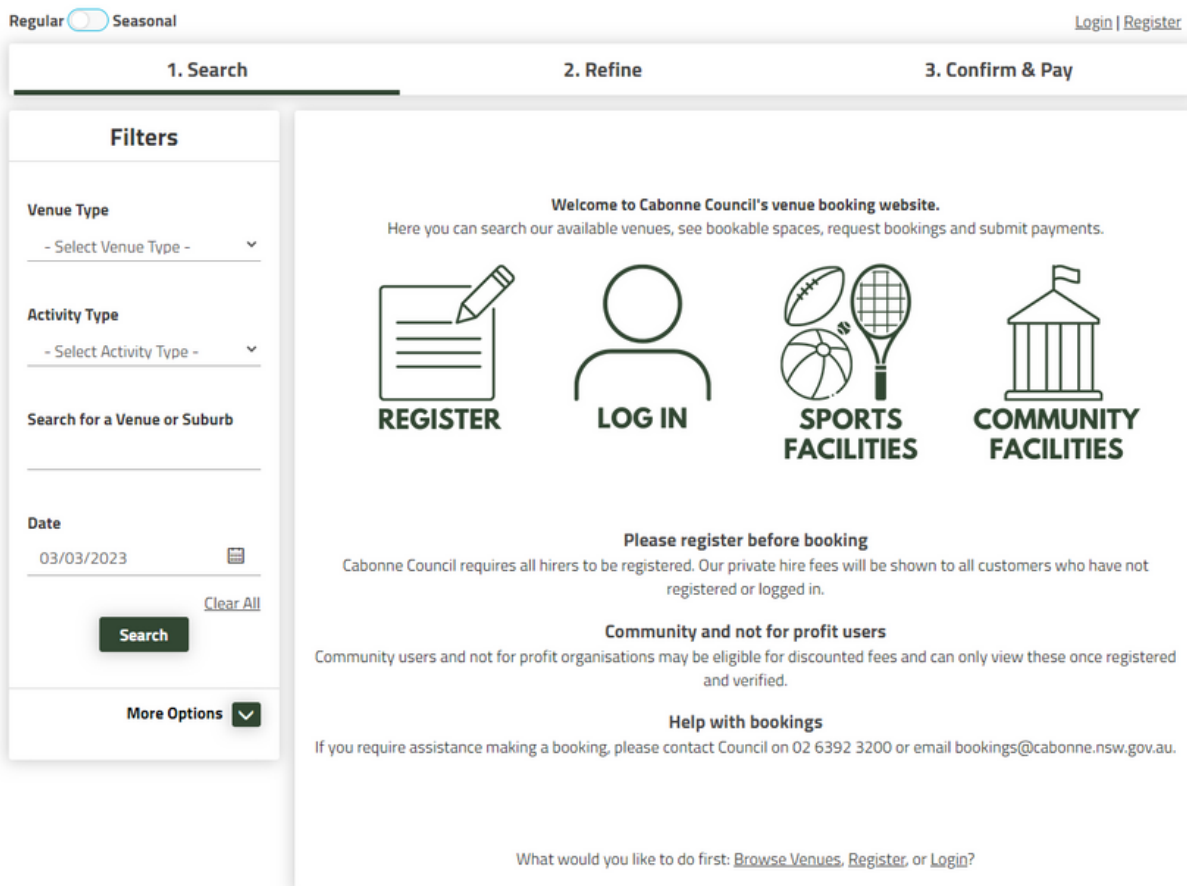
By registering, you agree you have read and you accept our [Privacy Policy](#) and [Terms of Use](#).

Create Account

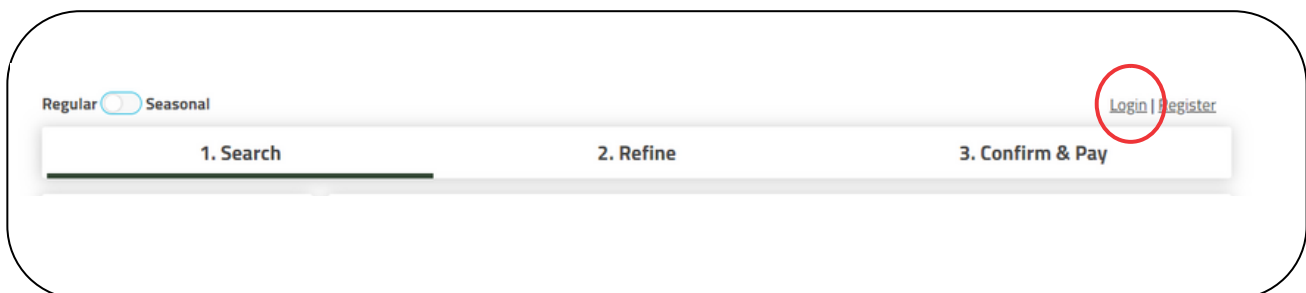
MAKE A BOOKING

Please be advised that Cabonne Council requires a minimum of three days notice for all bookings.

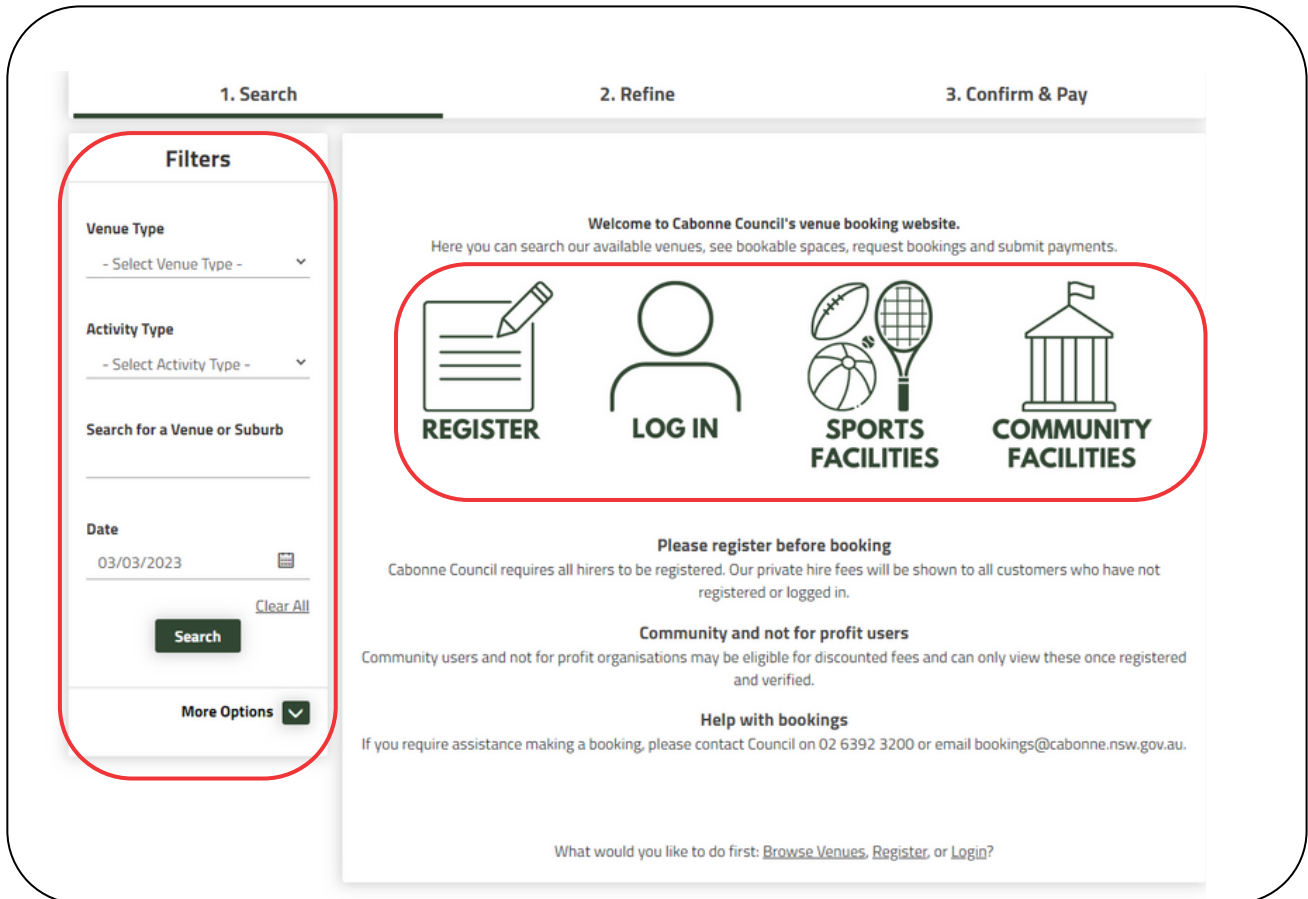
1 Enter the landing page at Bookable



2 Select Login at the top of the page



- 3 Use the filters on the left-hand side to select venue type, activity type, venue name and/or available date.
You can also use the icons in the centre of the page to make your selections.



1. Search

2. Refine

3. Confirm & Pay

Filters

Venue Type
- Select Venue Type -

Activity Type
- Select Activity Type -

Search for a Venue or Suburb

Date
03/03/2023

Clear All

Search

More Options

Welcome to Cabonne Council's venue booking website.
Here you can search our available venues, see bookable spaces, request bookings and submit payments.

REGISTER **LOG IN** **SPORTS FACILITIES** **COMMUNITY FACILITIES**

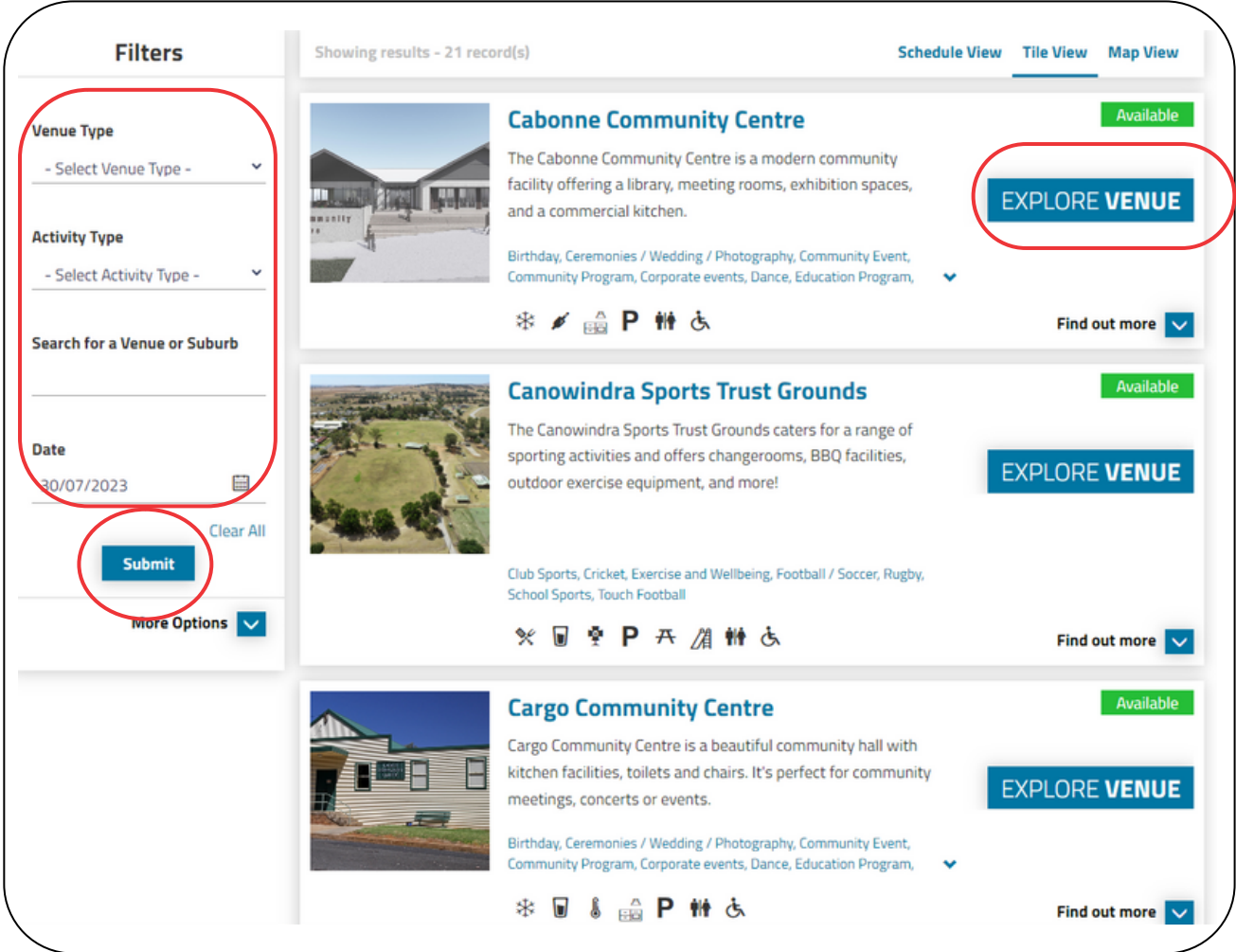
Please register before booking
Cabonne Council requires all hirers to be registered. Our private hire fees will be shown to all customers who have not registered or logged in.

Community and not for profit users
Community users and not for profit organisations may be eligible for discounted fees and can only view these once registered and verified.

Help with bookings
If you require assistance making a booking, please contact Council on 02 6392 3200 or email bookings@cabonne.nsw.gov.au.

What would you like to do first: [Browse Venues](#), [Register](#), or [Login](#)?

4 Select Search/Submit and all matching venues will be populated. The select Explore Venue.



The screenshot shows a search interface for venues. On the left is a 'Filters' sidebar with a red circle around it. It contains sections for 'Venue Type' (with a dropdown menu), 'Activity Type' (with a dropdown menu), 'Search for a Venue or Suburb' (with a text input field), and 'Date' (with a date picker set to 30/07/2023). Below these is a 'Submit' button, also circled in red, and a 'Clear All' link. At the bottom of the sidebar is a 'More Options' dropdown. The main area shows search results for 21 records. Three results are visible: 'Cabonne Community Centre', 'Canowindra Sports Trust Grounds', and 'Cargo Community Centre'. Each result includes a photo, a title, a description, a list of activities, icons for amenities (like parking, wheelchair access, etc.), an 'Available' status, and a blue 'EXPLORE VENUE' button. The 'EXPLORE VENUE' buttons are circled in red. At the top right of the results area are view options: 'Schedule View', 'Tile View', and 'Map View'. At the bottom right of each result is a 'Find out more' dropdown.


5 Select 'Book this item' or Book Venue' once you have decided on your which venue suits your needs.

Filters

Venue Type
Halls and Community Centr ▾

Activity Type
- Select Activity Type - ▾

Search for a Venue or Suburb


Date
29/06/2023 

Clear All

Submit

More Options ▾

Showing results - 9 record(s) Schedule View Tile View Map View




Cabonne Community Centre

The Cabonne Community Centre is a modern community facility offering a library, meeting rooms, exhibition spaces, and a commercial kitchen.

Birthday, Ceremonies / Wedding / Photography, Community Event, Community Program, Corporate events, Dance, Education Program, ▾

Available

BOOK VENUE

Close 

[Bookable Items](#) [Venue Details](#) [Images](#) [Documents](#)


Daily View | Weekly view | Monthly view

Auditorium


The Auditorium is a purpose-built space for performances, concerts, plays and functions. It can seat 400 people and features a performance stage with audio facilities and stage lighting. The Auditorium can be partitioned into two sections to suit a wide range of events and functions, including art exhibitions, award ceremonies, annual meetings and school performances.

Find out more ▾
Daily: \$685.00

Thu Jun 29, 2023
 Booked Overbooked Available Closed Closure

6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	0AM	1AM	2AM	3AM	4AM	5AM
																							

Activities
 Birthday, Ceremonies / Wedding / Photography, Community Event, ▾


Book this item 

Half Auditorium 1


The Half Auditorium 1 is situated at the front of the Auditorium on the northern side of the Cabonne Community Centre. Flooded with natural light, it is perfect for art exhibitions, standing canapés functions, and product launches.

Find out more ▾
Hourly: \$55.00

Thu Jun 29, 2023
 Booked Overbooked Available Closed Closure

6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	0AM	1AM	2AM	3AM	4AM	5AM
																							

Activities
 Community Event, Community Program, Corporate events, Dance, ▾


Book this item 

Half Auditorium 2 (incl. Stage)


The Half Auditorium 2 is a larger section of the Auditorium and includes the option of utilizing the Auditorium stage and green room. It has direct access to the kitchen and toilet facilities. The space is ideal for smaller stage performances and concerts or awards presentations and community events.

Find out more ▾
Hourly: \$55.00

Thu Jun 29, 2023
 Booked Overbooked Available Closed Closure

6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	0AM	1AM	2AM	3AM	4AM	5AM
																							

Activities
 Birthday, Ceremonies / Wedding / Photography, Community Event, ▾

Book this item 

Mitchell Room

The Mitchell Room is a small multipurpose room measuring 33m2. It is perfect for community

Find out more ▾
Hourly: \$35.00

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6 Complete the required booking information eg. purpose and booking name.

1. Search
2. Refine
3. Confirm & Pay

Booking Refinement

1. Booking **Overview** To start your booking, add a Name for the Booking, choose your purpose and select the Customer ☑

Booking Name: (150 characters.) **Attendee Numbers:** **Included Dates**

Example: "Dance Classes" or "Sports training" [Thursday 29/06/2023](#)

Purpose: **Customer:**

Purpose ▼ Guest 🗑

+ Additional Information

2. Booking **Items** Add the items you wish to book, then choose the duration of your booking. ☑

29/06/2023 🗑 Create Repeat/Add Date

Bookable Items	From	To	
Auditorium	09 : 00	10 : 00	🗑

7 Add any additional venues to your booking.

Add Booking Item

Cabonne Community Centre

Auditorium

Half Auditorium 1

Mitchell Room

Half Auditorium 2 (incl. Stage)

Mitchell Room

← New Search
Checkout →

Daily View | Weekly view | Monthly view

Thu Jun 29, 2023

Current
 Reserved
 Clash
 Booked
 Buffer
 Overbooked
 Available
 Closed
 Closure

	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	0AM	1AM	2AM	3AM	4AM	5AM
Auditorium																								
Half Auditorium 1																								
Mitchell Room																								
Half Auditorium 2 (incl. Stage)																								
Mitchell Room																								

8 Review your booking information and then select 'Checkout'.

Checkout →

9 Select any extras you require.

Select Extras

Please select optional extras to be included in your booking.

Included Dates
Thursday 29/06/2023

Name	Description
<input type="checkbox"/> Green Room	
<input type="checkbox"/> Stage	
<input type="checkbox"/> Kitchen	
<input type="checkbox"/> Cleaning / Room Set Up	
<input type="checkbox"/> Rehearsal / Room Set Up (up to 4 hours)	
<input type="checkbox"/> Art Walls	The art walls are available for hire for art exhibitions and shows.

[< Back](#)
[Checkout >](#)

10 Review the details of your booking.

1. Search
2. Refine
3. Confirm & Pay

Booking Details

Booking Overview 📄

Venue: Cabonne Community Centre	Customer: Guest
Title: fun event	Purpose: Event/Private Function - No Alcohol
Description	Special Requirements
Attendee Numbers: 50	

Pricing Summary

Fees (Incl GST):	\$685.00
Bonds:	\$525.00
Total (Incl GST):	\$1,210.00
GST:	\$62.27
Payable:	\$1,210.00
Payable Now:	\$0.00
Payable Later:	\$1,210.00

11 Add any required documents, then modify or complete your booking.

Required Documents

The document(s) specified below are required for your booking to be assessed. The maximum file size is 30MB per file.

Public Liability *

- No documents uploaded.

[Upload Document](#)

Other Documents

Only use this option to upload additional documents that are NOT specified in the 'Required Documents' panel

- No documents uploaded.

[Upload Document](#)

Booking Breakdown

29 June 2023 Thursday

Bookable Item	From	To	Unit	# of Units	Unit Price	Total	GST *
Auditorium	09:00 AM	10:00 AM	Days	1	\$685.00	\$685.00	\$62.27

Add contacts for booking notifications

If you would like others to be notified about certain updates to this booking, please add those contacts here.

[Add Contact](#)

Name	Email	Mobile	Action
No record found.			

[Delete](#)
[Modify](#)
[Print Quote](#)
[Complete](#)

12 Complete the checklist if prompted

Enter Checklist.

Name
Halls, Gardens and Sports Checklist

Instruction
Please complete details.

1. Will there be alcohol at your event?
 Yes - BYO Only
 Yes - Alcohol Sold No

Save
Cancel

- 13** Read and accept the Terms and Conditions.
You can also add any required documents at this step if you missed it earlier.

Terms and Conditions

Terms and Conditions:

If these conditions aren't adhered to deposit may not be refunded.

1. Pay all charges in full prior to usage.
2. Be responsible for the security of all the hall throughout the hiring period. This includes ensuring that all panic bolted doors are correctly locked prior to the function are locked on departure.

[Print](#)

Specific Booking Requirements

Any documents specified below must be uploaded as part of your booking. Bookings that do not include the required documents may be delayed or rejected.

Public Liability *

- No documents uploaded.

[Upload Document](#)

I have read and accept the Terms and Conditions.

[Continue](#)

- 14** Select 'Checkout' at the bottom of the screen to complete payment.

[Checkout](#) 