



# GMN County HQ Booking System instructions

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## Introduction

This document describes how to view and book rooms in the County HQ building. It consists of three parts:

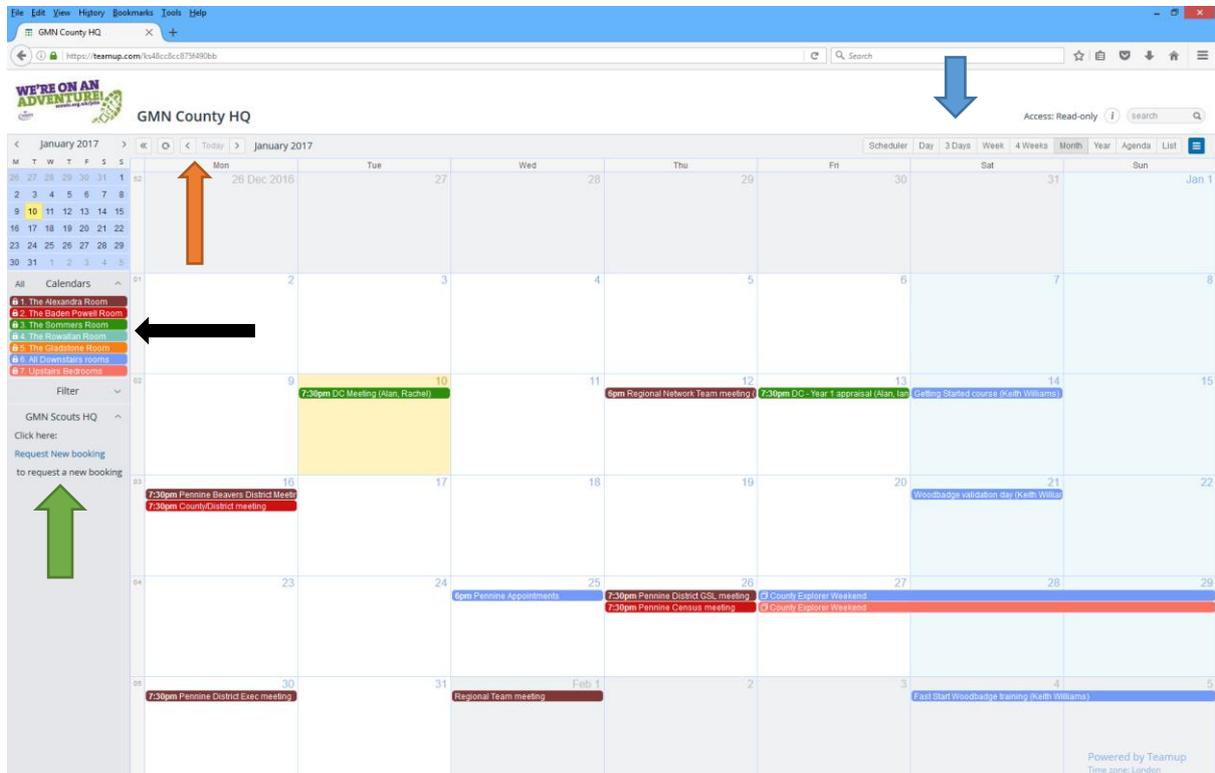
1. How to view existing bookings
2. How to make a new booking
3. What the charges (if any) will be

If you have any queries on this, please contact Alan Sharkey at [booking-hq@gmnscouts.org.uk](mailto:booking-hq@gmnscouts.org.uk)

# Instructions

## Viewing existing bookings

Click on this [link](https://teamup.com/ks48cc8cc875f490bb) and you will see this screen appear:



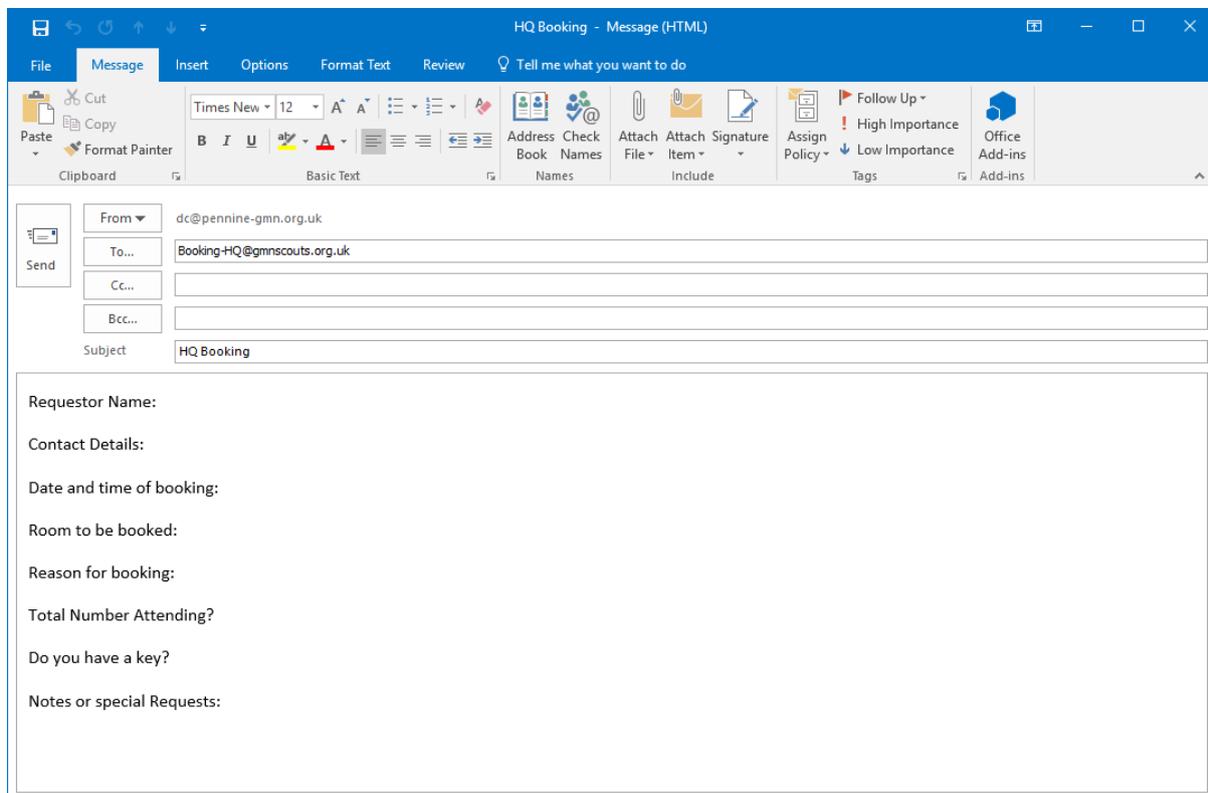
- At the top right of the screen (shown where the blue arrow is pointing), you can change the view to daily, weekly, monthly etc. The view will be remembered for the next time you use it.
- At the top left of the screen (shown where the orange arrow is pointing) you can change the calendar dates back and forwards.
- On the left of the screen (shown where the black arrow is pointing), it shows which colours on the calendar relate to which rooms, so you can see what has been booked and what is free.
- If the link above doesn't work, copy and paste this into your browser <https://teamup.com/ks48cc8cc875f490bb>

Feel free to browse the calendar (you cannot amend anything) and find free slots.

I would suggest that you bookmark the page when it is opened.

## Making a booking

When you have found a free day (or days), click on the link which is show above the green arrow in the picture and a new email window will appear which looks like this (your email window may look slightly different, but it should be similar): [Note, if it doesn't work, please see below]



The screenshot shows an Outlook 'Message (HTML)' window. The ribbon includes 'File', 'Message', 'Insert', 'Options', 'Format Text', and 'Review'. The 'Message' tab is active, showing fields for 'From' (dc@pennine-gmn.org.uk), 'To' (Booking-HQ@gmnscouts.org.uk), 'Subject' (HQ Booking), and a large text area for the message body. The body contains the following text:

Requestor Name:  
Contact Details:  
Date and time of booking:  
Room to be booked:  
Reason for booking:  
Total Number Attending?  
Do you have a key?  
Notes or special Requests:

Fill out all details as shown above and click on the <Send> button to send the email.

Within 24 hours you should have a confirmation of the booking. If you need a key to get in, someone will contact you near the time to make the arrangements.

## Notes

1. Please ensure you have filled out an email and a phone number in the contact details.
2. Any room can be booked after 5pm on a weekday Monday to Thursday and any time on a Friday and at the weekend. If you need it at other times, please be aware that the school next door may be using it for exam work.
3. The kitchen is shared resource and cannot be exclusively booked. If you think you will be using it, please can you add this to the Notes section of the email.
4. The booking will not include any catering although the kitchen is available for use. Please make your own catering provision or ask us for a quote in the notes section.

## What to do if the email doesn't appear

This email extract link has been tested using Internet Explorer, Safari, Chrome and Firefox. It does NOT work if you use the Vivaldi browser. It may work with other browsers. It relies on the PC having an email system (MS Outlook, MAIL or similar) and for the browser to know about this. Most PC's (Windows, Apple or Linux) should work OK. Public shared systems may not work as they won't have an underlying email. Tablets may also not work.

If you find the link doesn't work, just send an email to [booking-hq@gmnscouts.org.uk](mailto:booking-hq@gmnscouts.org.uk) with the relevant information included. The information we need is:

- Your name and contact details

- The date and time of the booking
- Which room(s) you need
- The reason for the booking
- The total number of people (adults and children) attending
- If you need someone to be there to unlock the building or not
- Any special requests.

Once you have sent the email off, you should expect a confirmation message back within 24 hours. If you do not get one, please check your junk or spam email folders to see if it is there. You can also check the calendar to see if your booking has been added.

### Available rooms

The following rooms can be booked:

1. The Alexandra Room. This is the large room to the left of the main entrance which has a projector and whiteboard.
2. The Baden Powell room. This is the room directly ahead of the main entrance.
3. The Sommer room (name to be changed when I know what it really is). This is the room to the right of the Baden Powell room. This room can be joined with room 4 to make a larger room.
4. The Rowallan room. Down the corridor towards the kitchen. This can be joined with room 3 to make a larger room.
5. The Gladstone room. This is a small room just past the kitchen on the left.
6. McLaren room. This is the last room on the left, next to the Gladstone room
7. All downstairs rooms. That is all the above.
8. The bedrooms on the first floor.

Note that all rooms have a nameplate above them with the room name.

The kitchen is shared resource and cannot be exclusively booked. If you think you will be using it, please can you add this to the Notes section of the email.

## Charges

The following charges apply for all bookings:

Type of user	Room type	Charge
GMN Scouts member	Room or rooms for day use	£0
GMN Scouts Training	All rooms for day use	£0
GMN Scouts overnight stay	Use of bedrooms & all rooms	£60 per night – includes day before and day after. Catering not included.
External use (not GMN)	Any or all rooms	£100 per day. Catering not included.
External use (not GMN)	Use of bedrooms & all rooms	£250 per night – includes day before and day after. Catering not included..

Payment can be made using cash, a cheque or payment directly into a bank account. Please contact Alan Sharkey at [booking-hq@gmnscouts.org.uk](mailto:booking-hq@gmnscouts.org.uk) for details.

Payment should be made when the booking is confirmed. If the booking is cancelled 30 days before the booking date, a full refund will be issued.

## Terms and Conditions.

1. Hirers must confine themselves to the rooms and facilities stated in the booking form during the period of hire. If there is a need for additional accommodation or equipment then this must be agreed with the building manager prior to use.
2. The hirer is responsible for the safety of all persons attending their event. A full Risk Assessment should be carried out for the premises, grounds, and any activities being undertaken. The hirer should ensure that they have appropriate insurance for their activity.
3. Hirers should make themselves familiar with the location of all fire exits in the building. There is a telephone for emergency use in the corridor outside the Morrison Room at the western end of the building. The front doors should be locked if using the grounds at the back of the building.
4. The Scout County cannot be held responsible for any damage to, or losses from, vehicles parked within the car park areas, or equipment on or off the premises. Vehicles must not be parked on the raised pavements or grass.
5. All accidents, breakages and incidents must be reported to the building manager as soon as possible, and not later than 48 hours following a period of hire.
6. The Hirer will ensure good conduct and order is maintained whilst using and leaving the premises or grounds. No activities which will harm the reputation of the Scout Movement are to be engaged in.
7. The Hirer is responsible for removing all their own equipment and materials from the building at the end of the event. No liability is accepted for hirer's equipment whilst it is on the premises.
8. The Council do not provide a refuse service for the Headquarters, therefore we ask users to remove all waste themselves; additional rubbish bags are provided in the kitchen.
9. The Hirer is responsible for leaving rooms used in a clean & tidy state; returning extra chairs & tables back to where they belong; emptying the waste paper bins; turning off all appropriate lights, taps, gas & electrical appliances used.
10. The Hirer is responsible for locking all the external doors at night time and on vacating the building.
11. The Burglar Alarm must be activated when leaving the premises.