

# GMN County HQ Booking System instructions

## Contents

Introduction.....	1
Instructions .....	2
Viewing existing bookings .....	2
Making a booking .....	3
Notes .....	4
Available rooms .....	4
Charges for GMN Headquarters .....	5
Additional charges: .....	5
Activity Charges for GMN Headquarters.....	5
Terms and Conditions.....	6

## 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 the booking manager at [booking-hq@gmnscouts.org.uk](mailto:booking-hq@gmnscouts.org.uk)

## Instructions

### Viewing existing bookings

Click on this [link](#) and you will see this screen appear:

The screenshot shows the Scouts Greater Manchester North website. At the top, there is a navigation menu with links: Home, About Us, Join us, News, Events, Contact us, For Leaders, and For Parents. Below the menu is a search bar with the text 'Search this website' and a 'Search' button. A banner image shows three Scouts hiking on a trail, with the text 'Welcome to Greater Manchester North Scouts' overlaid. Below the banner is a 'Privacy' button. The main content area is titled 'Room Booking' and includes a 'Back' button and a 'Book Rooms' button. A message reads: 'Click the button or click [here](#) to reserve rooms. Read this [document](#) to review the process and charges.' Below this is a calendar for March 2021, showing room bookings for various rooms. The calendar has a 'Scheduler' tab selected, and the view is set to 'Day'. The rooms listed are: 1. The Alexandra Room, 2. The Baden Powell Room, 3. The Somers Room, 4. The Rowallan Room, 5. The Gladstone Room, 8. Upstairs Bedrooms, and 9. Fire Pit. The calendar shows bookings for 8:30am, 7:30am, 7am, and 7pm. A 'Filter' dropdown is visible, and the page is powered by teamup.

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

You can now directly request a room from the web site. The principle is that you will “request” the rooms you wish for the dates you select. Notification will be sent to the administrators who will review the bookings and confirm back to you via email, updating the calendar system.

What you do is click on “Book Room” button and the following form will appear:

### GMN HQ Booking form

Use this form to request a booking of the GMN HQ rooms. Your booking will be confirmed by email.

**Name \***

First  Last

**Email \***  **Phone \***

**Rooms to be booked \***

Alexandra Room  Baden Powell Room  Somers Room  Rowallan Room  Gladstone Room  Maclean Room

Upstairs Bedrooms  Fire Pit and Gardens

*Choose the rooms you wish to book*

**Start date of the booking \***  

**Start time of the booking \***  

**End date of the booking \***  

**End time of the booking \***  

**What is the booking for \***

*Please enter some information about the booking*

**Any other relevant information**

*Enter any other information you feel may be relevant.*

- Click on the rooms you want to book and enter all the other information shown on the screen. Notice at this stage you are only requesting the rooms – they are not confirmed.
- When it is all correct, click on the “Submit” button.

Once submitted, a notification is sent to the administrator and a confirmation of the request to you. The Administrator will confirm or reject the booking. Once it is confirmed, you will receive a confirmation email and the rooms will show up as booked.

## 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 “Any other relevant information” 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 relevant information section.

## 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 Somers room. 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. Past the kitchen on the left.
6. The Maclean Room. Past the kitchen on the left.
7. 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 relevant information section of the email.

## Charges for GMN Headquarters

Please note, catering is not included on any of these prices

HQ	GMN Scouts	Non GMN Scouts	External Use
<b>Room / Rooms for Evening Use per Evening</b>	£0.00	£25.00	£25.00
<b>Room / Rooms for Daytime Use per Day</b>	£60.00	£120.00	£120.00
<b>Whole Building for 1 night/24 hours (all rooms &amp; bedrooms)</b>	£100.00	£250.00	£250.00

Payment can be made using cash, a cheque or payment directly into a bank account. Please contact the booking manager 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.

### Additional charges:

After each external, overnight or weekend use, the building will be inspected. If any remediation work is required, there will be an additional charge of £100 plus the actual remediation cost at £10/hr plus any material needed. This charge includes (but is not limited to):

- Removing rubbish
- Tidying up the toilet facilities
- Cleaning the kitchen to an acceptable standard
- Cleaning the rooms and putting away tables and chairs.
- Cleaning the walls of blue tack (or similar) and fixing any staining of the wall underneath
- Cleaning out the fire pit of extraneous material (metal cans etc.)

## Activity Charges for GMN Headquarters

All charges are per hour:

HQ	GMN Scouts	Non GMN Scouts	External Use
<b>Fire Pit</b>	£20.00	£25.00	£30.00
<b>Outdoor Archery Equipment (with own Instructor)</b>	£20.00	£25.00	£30.00
<b>Indoor Archery (with own Instructor)</b>	£15.00	£20.00	£25.00
<b>Crate Stacking (with own Instructor)</b>	£25.00	£30.00	£35.00

## Terms and Conditions.

1. Hirers confine themselves to the rooms and facilities stated in the booking during the period of hire. Any need for additional accommodation, equipment or activities must be agreed with the booking manager prior to use.
2. The hirer is responsible for the safety of all persons attending the event. A full risk assessment should be carried out for the premises, grounds and activities being undertaken. The hirer should ensure that they have appropriate insurance for the activities and qualified staff to run them.
3. Hirers should make themselves familiar with the location of all fire exits in the building.
4. The hirer is responsible for the security of the building ensuring the front doors are locked when not in use, there have been instances of intruders.
5. 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 raised pavement or grass areas.
6. The hirer will ensure good conduct and order is maintained whilst using and leaving the premises or grounds. No activities which may harm the reputation of the Scout movement are to be engaged in.
7. All accidents, breakages and incidents must be reported to the booking manager as soon as possible and not more than 24 hours following the period of hire.
- 8. The hirer is responsible for leaving the rooms used in a tidy state; returning tables and chairs back to where they belong or came from; empty all waste bins; turn off all lights, taps, gas and electrical appliances used, turn all radiator stats down to 3. **Please do not leave any food in the fridges or freezers at the end of your hire contract.****
9. The hirer is responsible for security, locking all exit door and windows at night and on vacating the building.
10. The intruder alarm must be activated on leaving the premises.
11. The use of the wood store is undertaken by the hirer with the understanding all safety and scout rules are adhered to during the cutting chopping and burning of wood. Please leave the chopping area clean and tidy and be responsible in the amount of wood that is used, we have limited supplies. Wood must not be cut or chopped other than in the designated area. (raised platform next to wood store).
12. Do not use any blue tack or similar on the walls. If presentation or similar material is needed to be displayed, please contact the bookings manager to arrange for extra whiteboards.