



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:

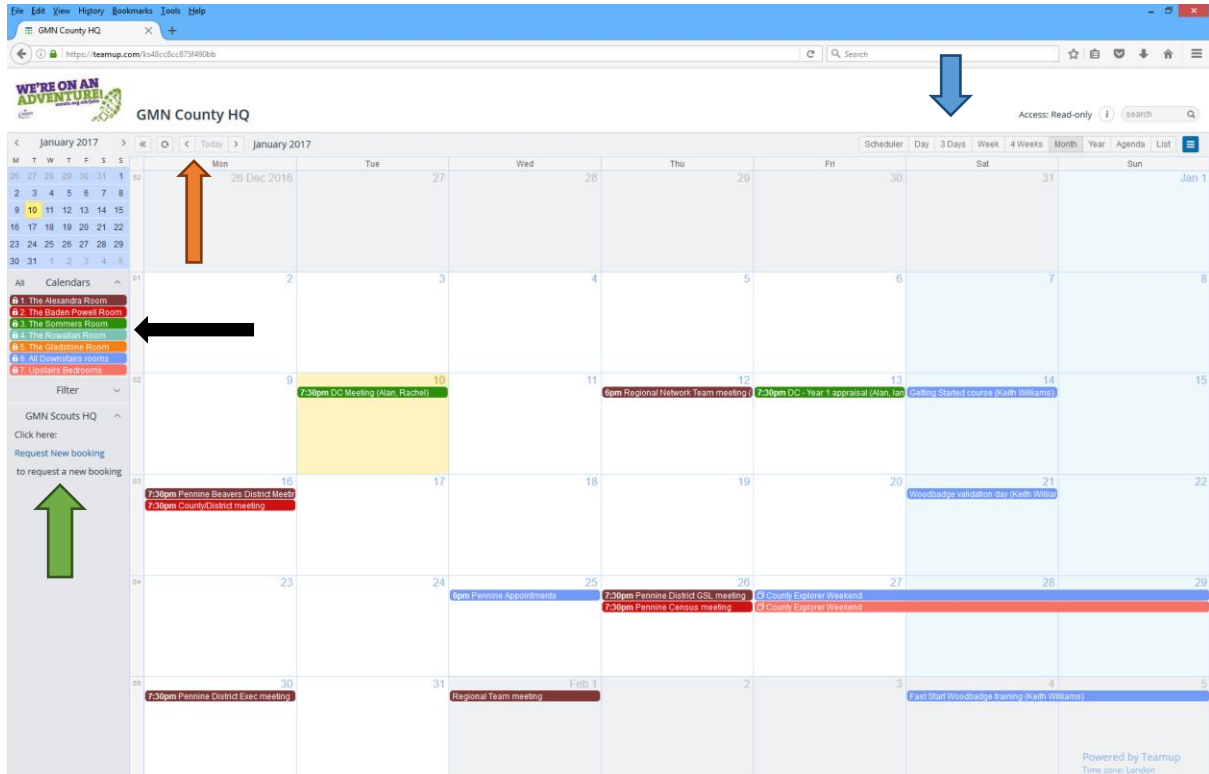
1. How to view existing bookings
2. How to make a new booking
3. What the charges (if any) will be

If you have any queries on this, please contact the booking manager at booking-hq@gmnscoouts.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.

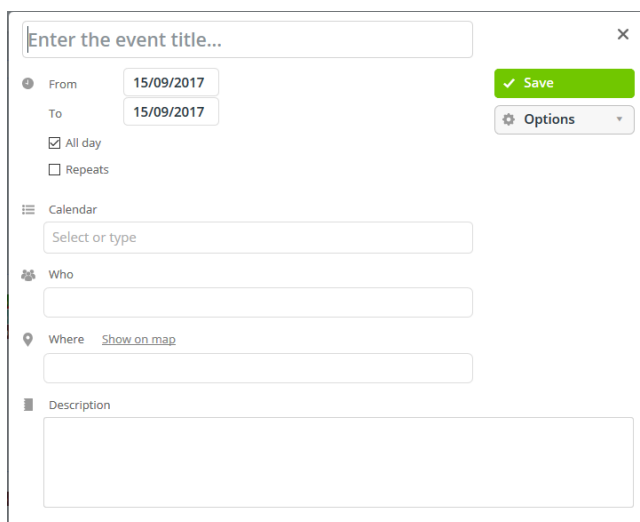
Making a booking

There are two ways of making a booking:

1. Reserving the rooms online

You can now directly reserve a room from the calendar system. The principle is that you will “reserve” 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, changing the booking to “booked”.

What you do is click on the date you want to book and the following form will appear:

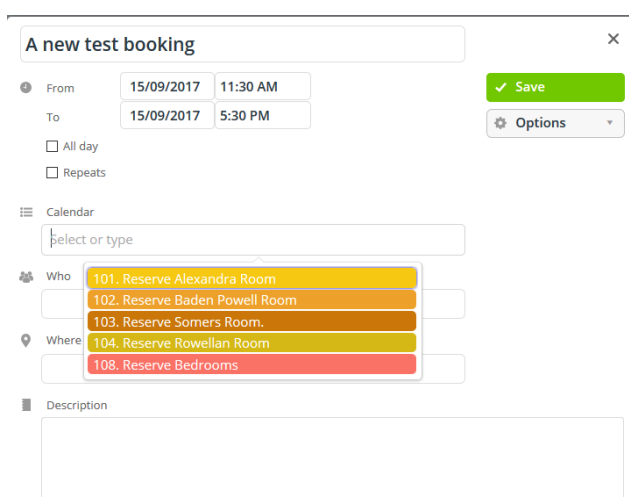


The screenshot shows a booking form with the following fields and options:

- Event title: "Enter the event title..."
- From: 15/09/2017
- To: 15/09/2017
- Buttons: Save (green), Options (grey)
- Checkboxes: All day (checked), Repeats (unchecked)
- Calendar: Select or type
- Who: (empty text box)
- Where: Show on map (with a location pin icon)
- Description: (empty text box)

Fill out the items shown as follows:

- The event title must be filled out and relevant. **If this is missing, your booking will be cancelled**
- Put the start and end dates – the default is the day you clicked, but it can be overridden.
- If you don't want the room(s) all day (24 hours), please untick the box marked “all day” and enter the start and end times required.
- You can choose which rooms by clicking on the box marked “Select or Type” and a window similar to this will appear:



The screenshot shows the same booking form, but with a dropdown menu open for the "Who" field. The dropdown lists the following options:

- 101. Reserve Alexandra Room
- 102. Reserve Baden Powell Room
- 103. Reserve Somers Room.
- 104. Reserve Rowellan Room
- 108. Reserve Bedrooms

The "From" and "To" fields now show specific times: From 15/09/2017 11:30 AM, To 15/09/2017 5:30 PM.

- Click on the rooms you want to book. Notice at this stage you are only reserving the rooms – they are not confirmed.
- On the “Who” entry field, you must fill out your name, your phone number and your email address. **If any of these are missing, your booking will be cancelled.**

- You can leave the “Where” field blank.
- If you have any special requirements, please enter them in the “Description” field.
- When it is all correct, click on the green “Save” button.

Once saved, a notification is sent to the administrator and they will confirm or reject the booking. Once it is confirmed, you will receive a confirmation email and the rooms will show up as booked rather than reserved.

If it all gets confusing, you can still use the old method, described below.

2. Using the email system

If you would rather use the old email system, then, when you have found a free day (or days), click on the link which is show above the green arrow in the picture on page 2 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 window titled "HQ Booking - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", and "Review". The "Message" tab is active, showing a form for sending an email. The "From" field is "dc@pennine-gmn.org.uk" and the "To" field is "Booking-HQ@gmnscoots.org.uk". The "Subject" field is "HQ Booking". Below the form are several text input fields for booking details: "Requestor Name:", "Contact Details:", "Date and time of booking:", "Room to be booked:", "Reason for booking:", "Total Number Attending?", "Do you have a key?", and "Notes or special Requests:".

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

You will soon 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.

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@gmnscoots.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. 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.

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.

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 Somer 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 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 for GMN Headquarters

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

HQ	GMN Scouts	Outside GMN	External Use	Deposit Required?
Room / Rooms for Evening Use per Evening	£0.00	£25.00	£25.00	No
Room / Rooms for Daytime Use per Day	£50.00	£100.00	£100.00	Yes £50.00
Whole Building for 1 night/24 hours (all rooms & bedrooms)	£60.00	£250.00	£250.00	Yes £60.00

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 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.)

By booking the building, you agree to accept these charges if applied.

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.
13. Pillows are not provided.