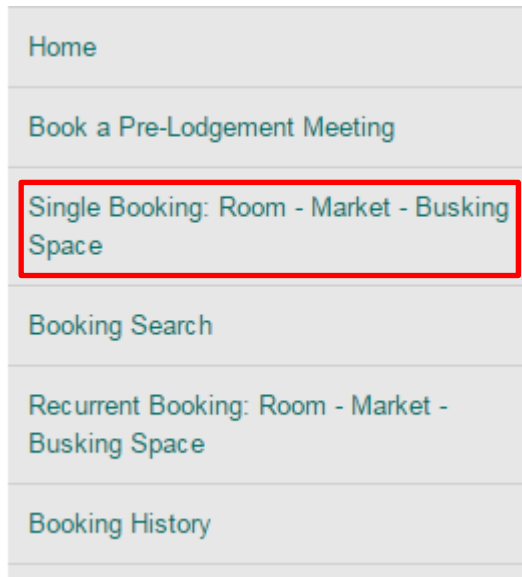
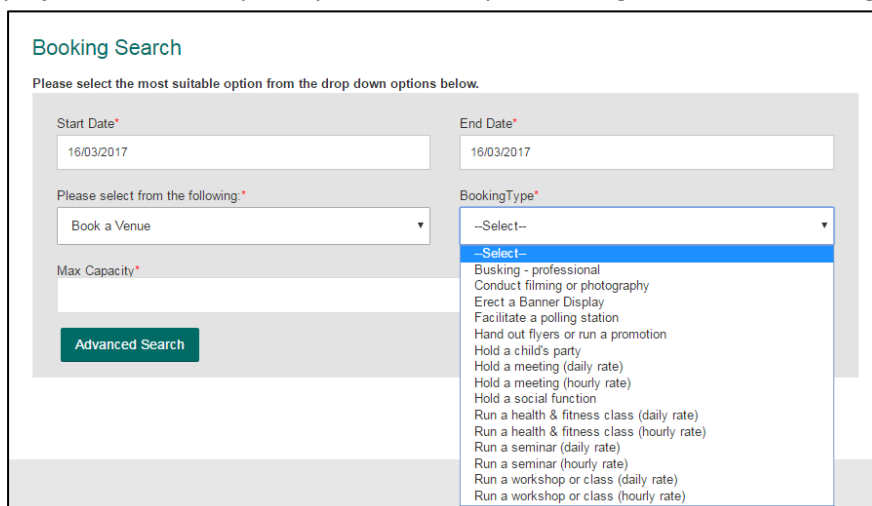


How to book an activity in Chatswood CBD area for promotion, flyers, filming or busking. This guide is for a single booking.

1. Logon or register at Willoughby City Council's ebooking system:
<http://willoughby.zipporah.com.au/resourcebooking/>
2. Under Menu, select *Single Booking* or *Recurrent Booking* if you want to book for multiple dates.



3. Select the date range, *Book a Venue* and the *Booking Type*. Enter the maximum amount of people in your booking, then select *Search*. In this example, it will be a *Busking – professional* but steps for promotions, flyers, filming and student busking will be similar.



Booking Search

Please select the most suitable option from the drop down options below.

Start Date*
16/03/2017

End Date*
16/03/2017

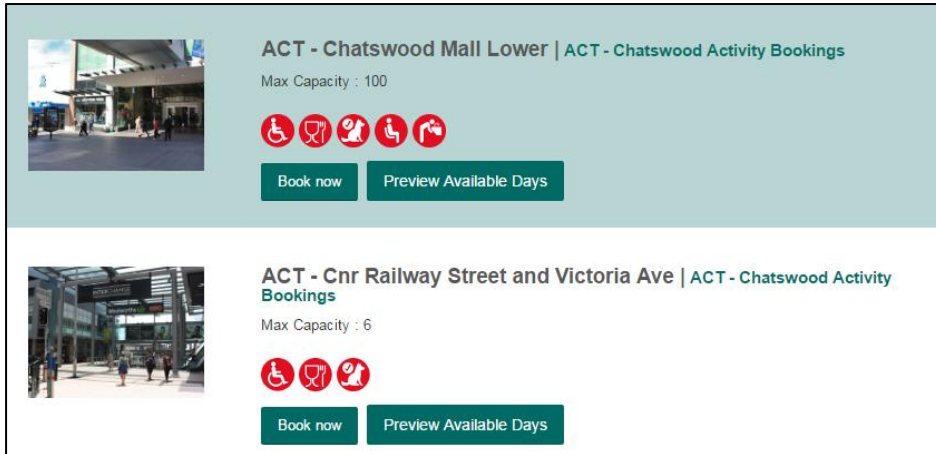
Please select from the following:*
Book a Venue

Max Capacity*

Advanced Search

BookingType*
--Select--
--Select--
Busking - professional
Conduct filming or photography
Erect a Banner Display
Facilitate a polling station
Hand out flyers or run a promotion
Hold a child's party
Hold a meeting (daily rate)
Hold a meeting (hourly rate)
Hold a social function
Run a health & fitness class (daily rate)
Run a health & fitness class (hourly rate)
Run a seminar (daily rate)
Run a seminar (hourly rate)
Run a workshop or class (daily rate)
Run a workshop or class (hourly rate)

- A list of locations available will display. You can preview dates available within your date range by selecting *Preview Available Days* or you can select *Book Now* to read a description of the location, see more photos and select the date you want to book for.



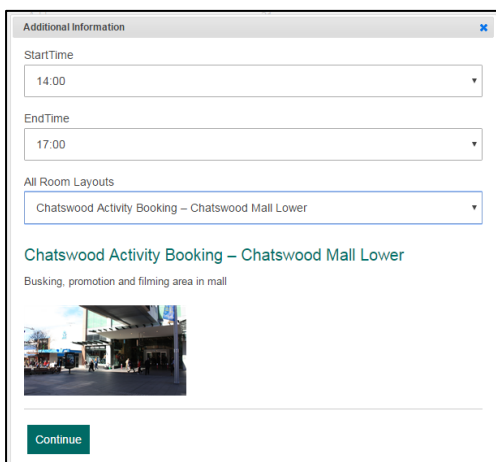
ACT - Chatswood Mall Lower | ACT - Chatswood Activity Bookings
Max Capacity : 100

ACT - Cnr Railway Street and Victoria Ave | ACT - Chatswood Activity Bookings
Max Capacity : 6

- A table of dates available for booking will show, along with information on the start and end times, length, capacity and charge summary. Dates that already contain bookings will be split into additional rows and will only show the time slots available.

Date	Status	Time	End Time	Min Book Length	Max Book Length	Max Capacity	
26/03/2017	Book it	7:00 AM	10:00 PM	60	240	100	Charge Summary
27/03/2017	Limited Availability	7:00 AM	12:00 PM	60	240	100	Charge Summary
27/03/2017	Limited Availability	2:00 PM	10:00 PM	60	240	100	Charge Summary
28/03/2017	Limited Availability	7:00 AM	12:00 PM	60	240	100	Charge Summary
28/03/2017	Limited Availability	2:00 PM	10:00 PM	60	240	100	Charge Summary

- When you select a date, a pop up will appear for you to choose the start and end time as well as see layouts of photos, if they're available. Once you have decided the times you want to book, select *Continue*.



Additional Information

StartTime
14:00

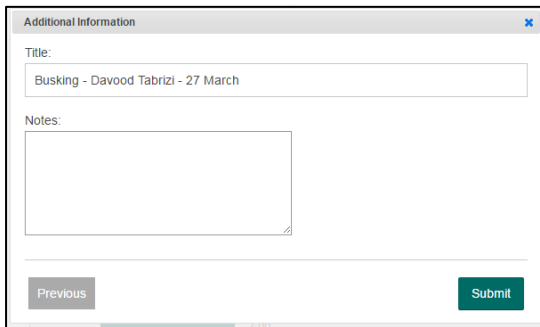
EndTime
17:00

All Room Layouts
Chatswood Activity Booking - Chatswood Mall Lower

Chatswood Activity Booking - Chatswood Mall Lower
Busking, promotion and filming area in mall

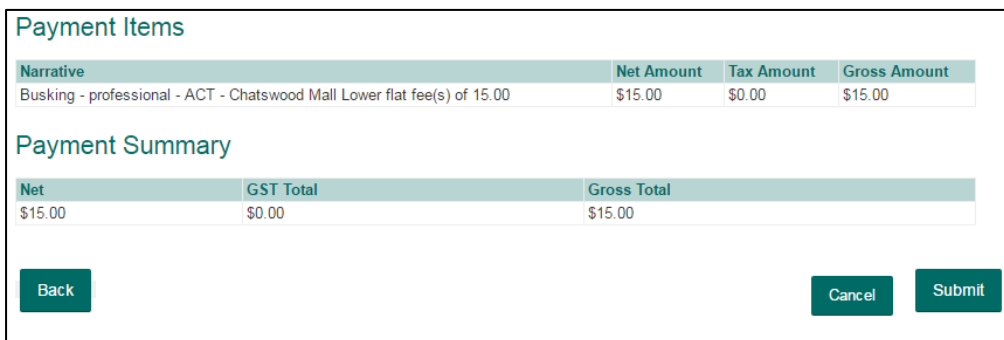
Continue

- You will be asked to give your booking a *Title*. We recommend placing your name and the date of the booking for easy searching.



- Read the Terms and Conditions, then tick the box if you accept and select *Submit*.
- Fill in the questionnaire. The cost for promotions, commercial flyers and filming will be based on your response with a quote sent to you in the next email.
- Upload Public Liability Insurance and/or images. If you have already uploaded these to your user profile, you can skip this section by selecting *Continue*.
- A summary of your booking will be displayed with charges at the bottom. Promotions, commercial flyers and filming will have \$0.00 shown as a quote will be sent in the next email.

If all dates and information are correct, scroll to the bottom and select *Submit*.



Narrative	Net Amount	Tax Amount	Gross Amount
Busking - professional - ACT - Chatswood Mall Lower flat fee(s) of 15.00	\$15.00	\$0.00	\$15.00

Net	GST Total	Gross Total
\$15.00	\$0.00	\$15.00

- You will receive an email notifying you that your request has been submitted for approval. If approved, you will receive a Payment Required email with payment instructions or a quote. If your booking is not approved, you will receive a Booking Cancelled email.
- Auto emails will be generated and sent to you during the booking process. They will be:
 - Email 1** - Your booking request has been received
 - Email 2** - Your booking has been approved with payment details. *This occurs once the events team has reviewed and approved your booking.*
 - Email 3** - You will receive a tax invoice once payment is made.
 - Email 4** - A confirmation of your booking with conditions and additional information.