

- Click on the link on the webpage  
(<https://v2.hallmaster.co.uk/Scheduler/View/9732?startRoom=0>)
- Go to the date you have selected and click on the “+” sign beside the date. This will take you in to the booking form.
- Select the room or rooms you would like to hire
- Then complete the form that appears, stating your start and finish times
- If you have not booked with us before, where it says “customer”, click on the “+” sign. This will then ask you to fill in your contact details.
- In your customer form where it says “Activity” select “Private Party” (or whatever your activity is) from the drop-down list.
- Save your contact details, then finish the booking form and send it.