

## Mark Village Hall uses Hallmaster booking system

Booking the hall is quick and easy using our online system.

### ✅✅ Step 1: Check Availability

- Visit our online booking calendar via the link below
- Browse available dates and times
- Click on your preferred slot to start your booking. You can request your booking by clicking on the plus + symbol in the top right corner on the date you require.

💡💡 🖱️ <https://v2.hallmaster.co.uk/Diary/ViewWeeklyDiary/14204>

### 💡💡 🖱️ Step 2: Create an Account / Log In

- New users will need to **register** with a name, email, and contact number
- Returning users can simply **log in**

### 💡💡 📅 Step 3: Make a Booking Request

- Select the **room/space** you wish to hire
- Choose your **date and time**
- Add details about your event (e.g. party, meeting, class) • Submit your booking request

### 💡💡 🏠 Step 4: Payment

- You will be notified when your booking is **approved**
- Payment instructions will be sent via email
- You will receive an invoice when payment is due via email

### 💡💡 📧 Step 5: Confirmation

- Once approved you'll receive a **booking confirmation email** • This will include key details such as access arrangements and hire terms

### 💡💡 🗝️ On the Day

- Follow the instructions provided for **access/keys**
- Please leave the hall **clean and tidy**
- Report any issues promptly

### ! ! Important Information

- Bookings are subject to our **Hiring Agreement**
  - Cancellations must be made via the system or by contacting us •
- Regular users can request **repeat bookings**

### 💡💡 📞 Need Help?

If you have any questions or need assistance with your booking, please contact us:

- Email: [bookings@markvillagehall.co.uk](mailto:bookings@markvillagehall.co.uk)