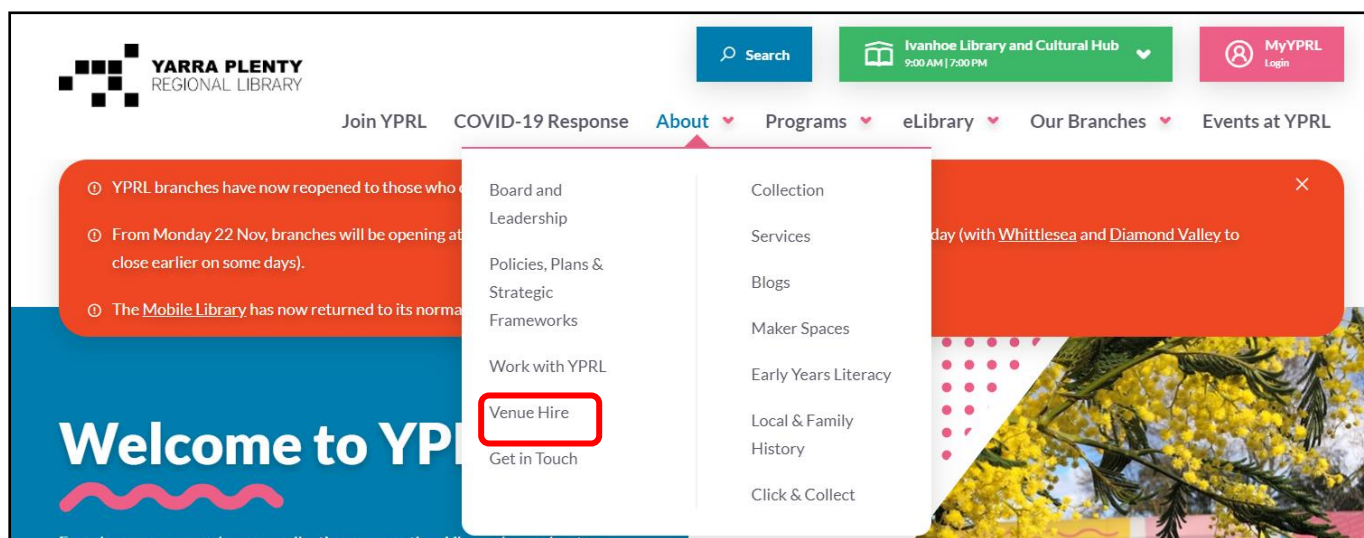


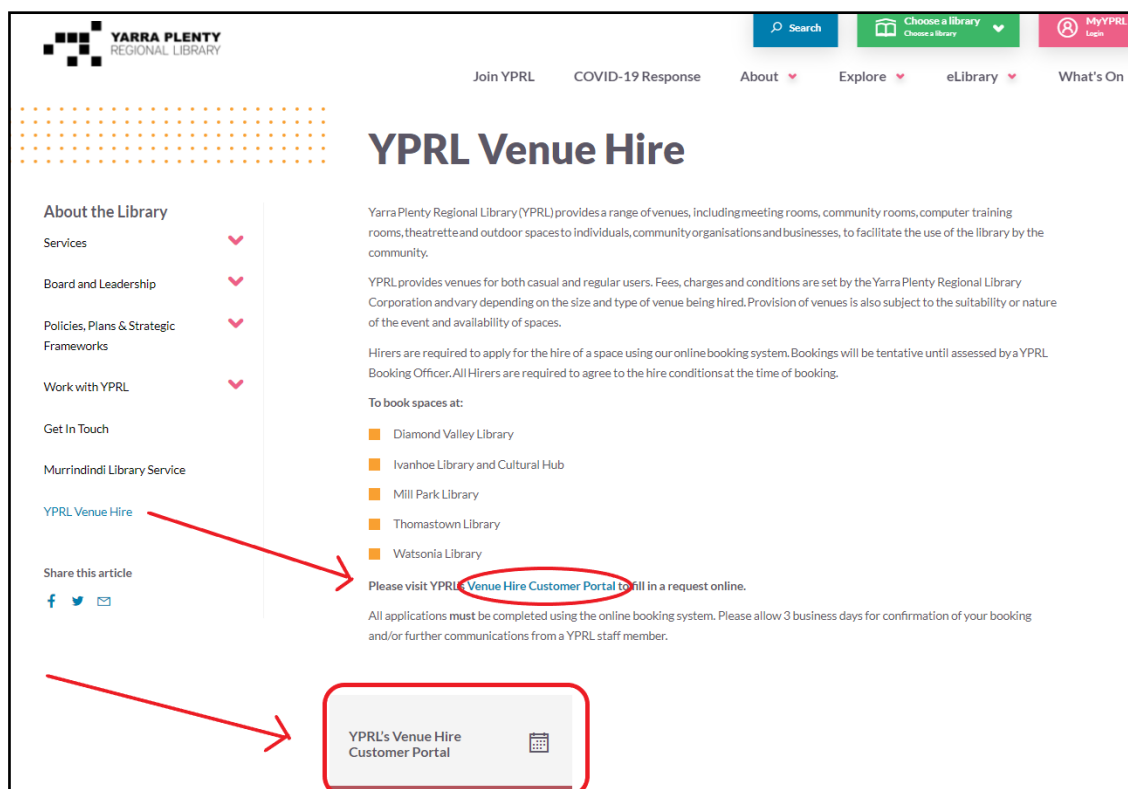
Yarra Plenty Regional Library Venue Hire Public Booking Portal

Recurring Booking Guide

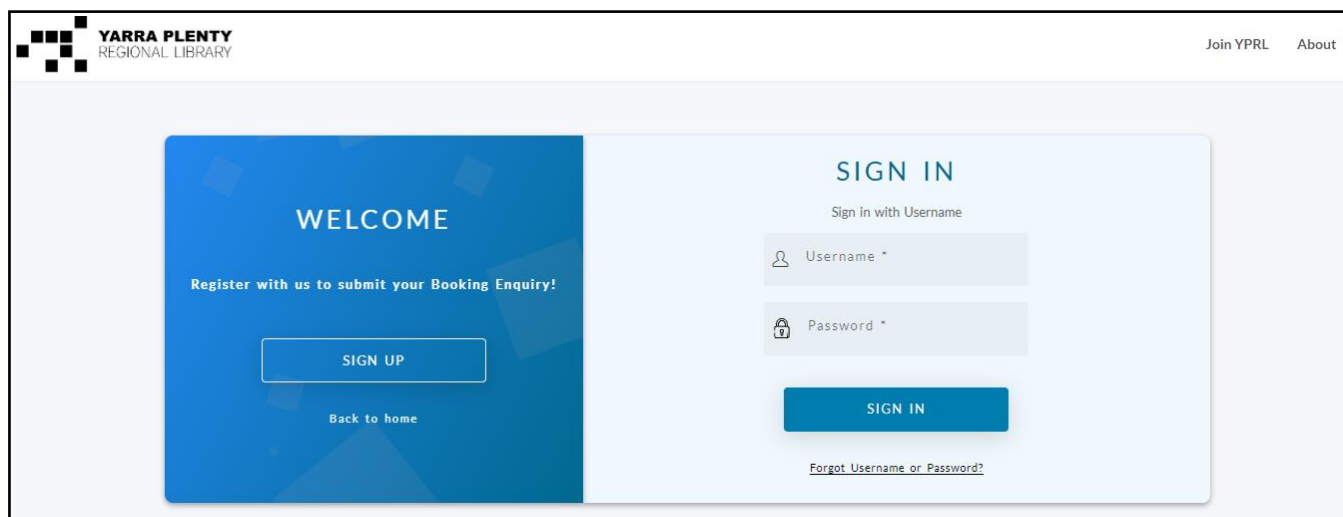
From the YPRL website (www.yprl.vic.gov.au) hover over 'About' and select **Venue Hire** from the dropdown menu.



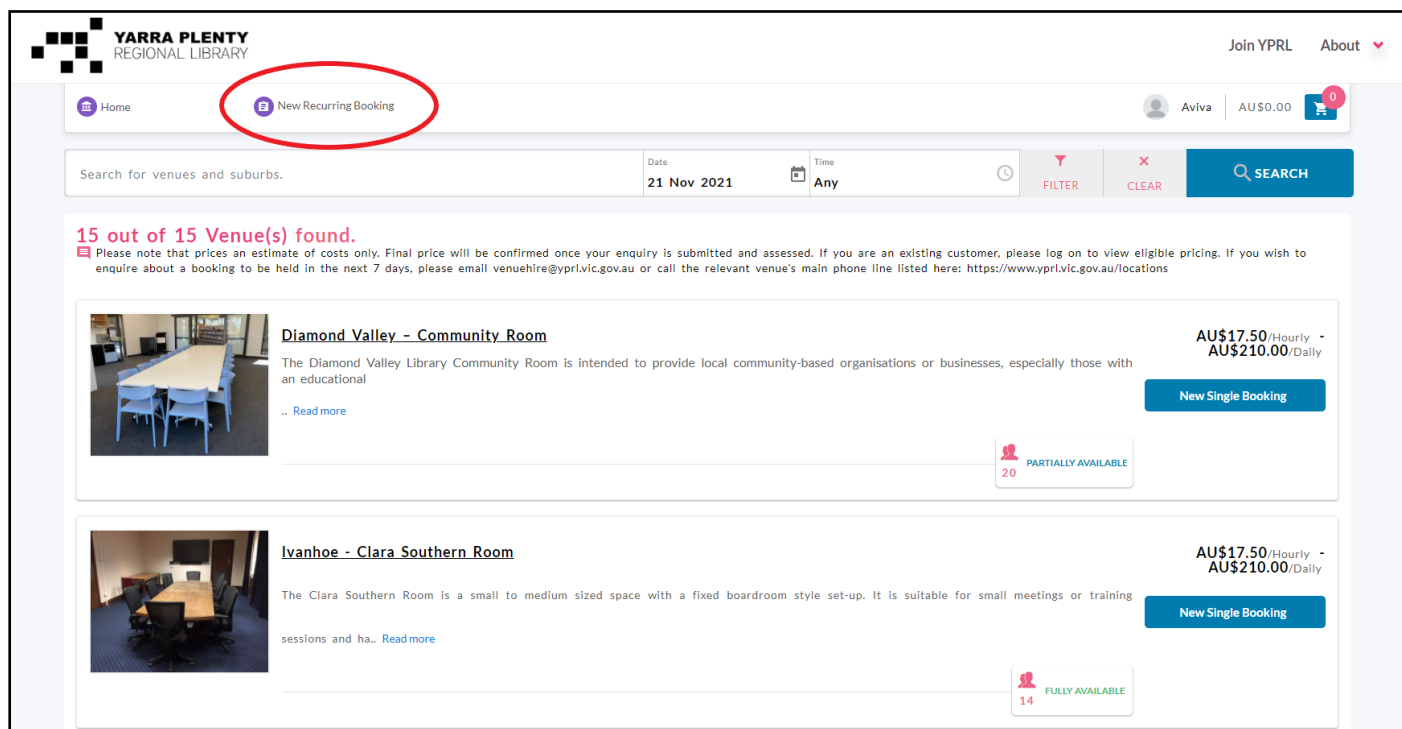
Select the link or the tile to take you to the **Venue Hire Customer Portal**.




You will need to **sign in** or **create a new account** to view the recurring booking option. See our **First Time User Guide** for instructions.




Select the **New Recurring Booking** option.




Select **Regular booking**.


YARRA PLENTY
 REGIONAL LIBRARY

 New Single Booking

Regular Hire

Select a booking type



Regular
Book Community centres and meeting rooms on a regular basis

Choose your **Activity Type** from the drop-down menu, input your **Activity Name** and the number of **Participants**.

1

Term

2

Venue

3

Date & Time

4

Questionnaire


5

Documents

6

Submit Application

Select an appropriate term for your booking

Booking term
 Year 2021 
 From 01 Jan 2021 To 31 Dec 2021
 Book before 21 Dec 2021

Request your bookings
Request your desired activity type, name and participants

Activity Type

Activity Name

Participants

Ivanhoe Community Event

Add your Team, Group or Activity Name

+ Add Another Request

Select **Venue/s**. Increase **items per page** or select the arrow to the next page to view **all venues**.

1 Term 2 Venue 3 Date & Time 4 Questionnaire 5 Documents 6 Submit Application

Select all applicable venues for Year 2021

1 Venues found, 0 Facilities selected

Ivanhoe Library and Cultural Hub 0/6 Selected ^

<input type="checkbox"/>	Ivanhoe - Clara Southern Room	Library	Maximum 14
<input type="checkbox"/>	Ivanhoe - Meeting room 1.34	Library	Maximum 10
<input type="checkbox"/>	Ivanhoe - Tom Roberts Room	Library	Maximum 14
<input type="checkbox"/>	Ivanhoe - Wilim Ngarrgu 1.39	Library	Maximum 54
<input type="checkbox"/>	Ivanhoe - Wilim Ngarrgu 1.39 and 1.40 combined	Library	Maximum 110

Items per page: 5 1 - 5 of 6 < >

[Cancel Application](#)
[Previous](#)
[Next](#)

Select **day/s**. Select the **drop down arrow** to view available times.

1 Term 2 Venue 3 Date & Time 4 Questionnaire 5 Documents 6 Submit Application

Select Date or Time

[Ad hoc Dates](#)
[Recurring Dates](#)
[Selection View](#)
[Availability View](#)

Select Activity Name: Yoga

Select Day(s): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Click any cell and drag to your right in order to select a time slot

	12 AM	01 AM	02 AM	03 AM	04 AM	05 AM	06 AM	07 AM	08 AM	09 AM	10 AM	11 AM	12
Ivanhoe Library and Cultural Hub													

[Cancel Application](#)
[Previous](#)
[Next](#)

Select and drag to choose your required booking time.

Term Venue Date & Time Questionnaire Documents Submit Application

Select Date or Time

Select Activity Name: Yoga

Select Day(s): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Ivanhoe Library and Cultural Hub

Ivanhoe - Meeting room 1.34

AU\$18.00 - AU\$107.98

09 AM 10 AM 11 AM 12 PM 01 PM 02 PM 03 PM 04 PM 05 PM 06 PM 07 PM 08 PM

Cancel Application Previous Next

Select your recurrence pattern of **daily, weekly or monthly** and select your **booking range**.

Pattern selection 1356

Venue: Library

Location/ Resource: Ivanhoe - Meeting room 1.34

Team/Group: Yoga

Allocation Time: 10:00 AM To 1:00 PM

Ad hoc date selection

Recurring Dates

Click on the 'View Dates' button to view the available dates for the applied range

View Dates

Recurrence Pattern

☐ Daily ☒ Weekly ☐ Monthly

Recur every 1 week(s) on

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Range

Start by 17 Nov 2021

☒ End after 1 occurrences

☐ End by 31 Dec 2021

Apply this to all future selections

Apply

Select **View Dates** to see list of recurring dates in your booking. You can **remove any dates** from the list by selecting the **bin icon**. Select **Apply** to proceed.

Pattern selection 1356

Venue: Library

Location/ Resource: Ivanhoe - Meeting room 1.34

Team/Group: Yoga

Allocation Time: 10:00 AM To 1:00 PM

Ad hoc date selection

Recurring Dates

Click on the 'View Dates' button to view the available dates for the applied range

View Dates

5 Dates selected

22 Nov 2021	Mon	
29 Nov 2021	Mon	
06 Dec 2021	Mon	
13 Dec 2021	Mon	
20 Dec 2021	Mon	

Items per page: 5 1 - 5 of 5

Apply this to all future selections

Apply

Booking details will be displayed. If dates are showing up red as **unavailable** you will need to **edit your booking**.

Once all dates are selected select the blue arrow to minimise the booking details.

Select **Next** to proceed.

Select **Location** using the drop down. **Complete questionnaire** by selecting each question and **choosing your answer**.

Select **Next** to proceed.

Term

Venue

Date & Time

Questionnaire

Documents

Submit Application

Questionnaire

Activity Name

Any

Location

IVA - Meeting room 1.34

0 out of 8 answered

Show mandatory

Booking Questions

IVA - Meeting room 1.34

20 Nov 2021 - 27 Nov 2021 4:00 PM - 6:00 PM

Q1. I have attached my Public Liability Insurance certificate

☐ Yes
 ☐ No
 ☐ I will attach

20 Nov 2021 - 27 Nov 2021 4:00 PM - 6:00 PM

Q2. I intend on having catering at my event

20 Nov 2021 - 27 Nov 2021 4:00 PM - 6:00 PM

Q3. I will be using YPRL AV equipment at my event

20 Nov 2021 - 27 Nov 2021 4:00 PM - 6:00 PM

Q4. I intend to serve alcohol at my event

20 Nov 2021 - 27 Nov 2021 4:00 PM - 6:00 PM

Q5. Anticipated noise level of my event

20 Nov 2021 - 27 Nov 2021 4:00 PM - 6:00 PM

Q6. There will be people under the age of 18 in attendance at my event

20 Nov 2021 - 27 Nov 2021 4:00 PM - 6:00 PM

Q7. I would like to request support staff to work at my event i.e. IT, catering staff, theatre staff (note that this is a charged service)

20 Nov 2021 - 27 Nov 2021 4:00 PM - 6:00 PM

Q8. I have a Covid Safe plan for my event I have attached my Covid Safe plan for my event

Cancel Application

Previous

Next

Select document type. Select a file from your device or drag and drop document.

Select **Next** to proceed.

Term

Venue

Date & Time

Questionnaire

Documents

Submit Application

Documents

To complete the application the below documents should be submitted along with the application

Document Type

Select document type: Alcohol Consumption Request Form

Drop file here, or [Select a file from your device](#) (Maximum file size: 5MB)

Uploaded Documents

Cancel Application

Previous

Next

Add any **additional notes**. Check box to **accept terms and conditions**.

Select **Submit**.

Term

Venue

Date & Time

Questionnaire

Documents

Submit Application

Submit Application

Booking application for: Type in your personal name/reference Splodgemas

Filter by date

Splodgemas
 21 Nov 2021 - 05 Dec 2021

3 Date(s) selected

Weekly
 1 Location(s)

Total: AU\$105.00

Estimated total for 3 days: AU\$105.00

Documents

Additional Notes
 Type your notes here...

☐ By submitting this application I accept to all venue hire [terms and conditions](#) of the library.*

Cancel Application
 Previous
 Submit

Your booking is now pending approval. You can **manage your booking** under **My Bookings** at any time. See our **Cancel a booking** guide for instructions.

My Bookings

UPCOMING BOOKINGS

PAST BOOKINGS

Sort

Booking Date

Search By Booking Ref

1356

Pending Approval

Yoga

Created 17 Nov 2021

EVENT DATE

20 Nov 2021 - 27 Nov 2021

OUTSTANDING

AU\$0.00

TOTAL

AU\$72.00

INVOICES

MANAGE

Items per page: 5

1 - 1 of 1