

## Holcot Village Hall - Making a Booking Enquiry

Access the Booking Enquiry Calendar at <https://app.myhallwizard.com/holcot-village-hall> or follow the link on the website.

The screenshot shows the MyHallWizard interface for Holcot Village Hall. On the left, there's a sidebar with a calendar for January 2026, showing the 1st as the selected date. Below the calendar are checkboxes for 'Main Hall' and 'Green Room'. The main area features a 'Booking Enquiry' button and a weekly grid for January 2026. The grid shows days of the week and dates. Bookings are indicated by colored boxes with times and room names: 07:00 (Main Hall) on Mon, Tue, Wed; 14:00 (Private) on Sat; 10:30 (Private) on Sun; 13:00 (Holl) on Thu; 14:00 (Reeds) on Sat; and 10:00 (Private) on Sun.

This is the PC style view, it also works on smaller devices, with a reduced display

DO NOT LOGIN or REGISTER

Click on the date which you require for your hire enquiry (or first date required if it for repeated hires), taking note of any reserved periods. Click on your required date calendar day to view the time(s) already taken by any other booking, and then close that pop up window. N.B. If you are placing a repeated dates enquiry, you will be advised during the completion of the form if any sessions are unavailable.

When you are ready click on the day box in an area away from existing bookings and access the Booking Enquiry Form.

Alternatively, click on the Date (e.g. 1 -31) and the day's bookings will be shown. If your time is taken, we cannot provide a booking for you. If available, please click on the time of start required and be directed to the Booking Enquiry Form.

**The Booking Enquiry form is preceded by useful information. Please take a moment to read this.**

From the heading 'About You', the form is provided for your contact details.

Complete the name, address and contact part and the form continues under the Heading 'Your Booking Enquiry'. Please fill this in accurately with full detail of your requirements.

Most fields are self-explanatory but here is some additional guidance on some of them: -

### Booking Date and Times

For **single bookings** enter the date and start time required (which may have been pre-filled in part)

For **repeat bookings** you will be offered the options shown below: -

A screenshot of a web form showing a dropdown menu for repeat bookings. The menu is open, displaying several options. The first option is 'One-off booking'. Below it are five options for repeat bookings: 'Repeats daily (including weekends)', 'Repeats daily (weekdays only)', 'Repeats weekly', 'Repeats monthly', and 'Repeats annually'. The menu has a dark grey header and a white body with a thin grey border.

This enables any logical sequence of repeat bookings with identical start time and end time to be entered as on Booking Enquiry, saving you time and effort. If your sequence does not fit you must complete a number of booking Enquiries, although, hopefully, your chosen browser will 'remember' the initial contact details.

Logical sequence example; Every Third Wednesday from 18/03/2026 to 14/10/2026, would result in an enquiry for eight dates from March to October.

Not a Logical sequence example; Every Third Wednesday from 18/03/2026 to 15/07/2026, No requirement in August, then Every Third Wednesday from 16/09/2026 to 14/10/2026 would require the completion of three Booking Enquiries. This is aided by being offered the option to post more enquiries after submitting each one.

Do you want your booking to show in the public calendar?

Default is: - No thanks, show my booking as a "Private Booking". If you prefer your booking details, name and times etc. to be shown to the public, for your club or group members to check for example, then just click on the slider to make it public.

Other Information

#### **Booking For Evening Hire with Next Day Free of Charge Clean-up (If Available)**

If you are enquiring about a Block Evening Hire and require the FoC Clean-up the next morning, please add the text; **'FoC Clean-up Please'**. If this is available, you will be allocated Monday - Saturday Morning 09:00 to 11:00 or Sunday Morning 10:00 to 12:00. **Please note that your entry code is time specific.**

Please ensure that you provide full information on your event. Our administrators may request further information if required before confirmation of your hire.

Select the tick box to confirm that you have agreed terms & condition. If you have not read these, please follow the link provided before submitting your form. IT WILL OPEN IN ANOTHER BROWSER WINDOW AND WILL NOT LOSE YOU FORM CONTENT.

Click to prove that; 'I'm not a robot'

SUBMIT the form.

Place a further enquiry if required, for multiple or regular bookings.

We will get back to you as soon as we can, usually within two days, but up to a week depending on availability of our volunteers.