



User Guide for External Booking of YRC Huts

Having selected either Lowstern or Low Hall Garth, the bed availability is shown month by month in a calendar. Green date boxes indicate that the hut is available to be booked. The number under the bed symbol  indicates the number of beds that are available for external bookings.

October 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 16	2 4	3 4	4 16
5 16	6 16	7 16	8 16	9 7	10 7	11 16
12 16	13 16	14 16	15 16	16 8	17 8	18 16
19 16	20 16	21 16	22 16	23 16	24 16	25 16
26 16	27 16	28 16	29 16	30 16	31 16	

E.g. Only **7 beds** available on Friday and Saturday nights

Hut **fully booked** on Friday and Saturday nights both weekends

If you want to look at dates for the other hut, change the hut in the box above the calendar.

Once you have decided on the hut and the dates you want to book, scroll down to the Booking Details Form.

BOOKING DETAILS

BEDS

Booking Date: Date of your first booking night.

Nights: Number of nights to reserve.

Bed	Name	Category	Price
<input type="button" value="ADD BED"/>	1 Fred Bloggs	Other Users - Lowstern	£10.00
<input type="button" value="REMOVE"/>	2 Freda Bloggs	Other Users - Lowstern	£10.00
<input type="button" value="REMOVE"/>	3 Joe Soap	Reciprocal Rights	£10.00
<input type="button" value="REMOVE"/>	4 Joanne Soap	Reciprocal Rights	£10.00

BOOKER

Name:

Organisation:

Email:

Phone:

Address:

Postcode:

Purpose of visit:

Affiliation: For Other or None please provide details of your 3rd party insurance cover in **Notes** below.

Responsibility: Please confirm that you are the Responsible Person for this booking?

Keyholder: Tick if you are to be the keyholder, otherwise please give details in **Notes** below.

Age: Please confirm you are 18+ years of age?

Conditions: Please confirm that you have read and agree to the booking conditions.

Notes:

1. Enter the date of your first booking night

2. Enter the number of nights

3. Select the number of beds required by using the **ADD BED** button as many times as necessary. There must be **one row entered per bed required** - this example is for **4 beds** and has **4 rows**. Names are not required but may be provided. Choose the category to see the hut fees displayed to the right

4. Enter **full details** for the Responsible Person making the booking. **All fields** must be completed.

5. Keyholder details should be entered in **Notes** if a **different person**.

6. The Responsible Person **must confirm** that a) they are **over 18 years** of age and b) have **read and accepted the booking conditions**.

7. When complete, click **MAKE BOOKING** to submit your request.

8. The YRC Booking System then sends a copy of the completed booking form to the Hut Bookings Secretary (HBS) with a copy to the email address you provided. This email will contain a unique Booking Number which must be quoted in any correspondence with the HBS, whose contact details will be in the email. *Please remember to check your spam/junk mail folder when looking for emails relating to booking requests.*
9. Your booking status will initially be set to **Provisional** until it has been reviewed by the HBS.
10. If no deposit is required, your booking status will be changed to **Confirmed** and you will receive an email notification of this from the HBS.
11. If a deposit is required, your booking status will be changed to **Reserved** and you will receive an email from the HBS containing details of the amount and how to pay it.
12. Once the deposit has been received, your booking status will be changed to **Confirmed** and you will receive an email notification of this from the HBS.
13. If at any point it turns out that there is likely to be a significant change in the size of your party, please let the HBS know as soon as possible.
14. The HBS will send access and payment details to you by email around two weeks before your visit.

We hope you enjoy your stay at Lowstern or Low Hall Garth.