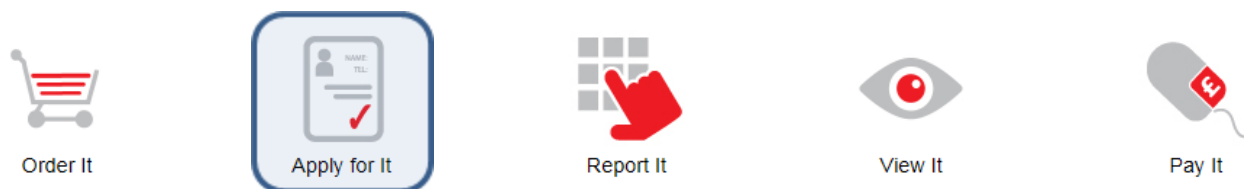


Community Centre Booking Enquiry Changes

All new booking enquiries will now be made via the online via the Chorley Borough Council website <http://main.chorley.gov.uk/>

New users will have to create an account before they can access the booking enquiry section and all the other useful links and options on there too.

*Once an account has been created, they can access the enquiry section by selecting the **'Apply for it'** icon.*



*Users then need to select **'Community Centre Booking Enquiry'***



Users will then be presented with a 3 page form to enter the details of their enquiry. Some information required will be mandatory before submission is allowed.

If they wish, they can select to have the confirmation of their enquiry emailed or SMS text to their mobile phone/tablet.

Submitted enquires will be picked up by the Bookings Officer who will contact the user direct to discuss their request in more depth.

Completion of tasks on the system will also generate an SMS text or email if this option has been selected by the user.