

# Making Bookings at TLCC Social Events

## MEMBERS:

### 1. Who can attend our events for free?

- Members, their membership partner and their children 0-16 years

### 2. How do I make a booking for my family covered under my membership?

- Log into the members zone, on the home page click on Book a Social Event, scroll to the event you want to book, read the event details and fill in your families details. The booking form will only be visible after bookings open.

### 3. What will I receive when I make a booking for my membership family?

- You will receive an email titled *Thankyou for your booking*. This will include a link to the weekend's Program and also a Map with details how to access the property.

## GUESTS:

### 4. Who would be classified as a guest?

- Members adult children 17 years and above, grandchildren and friends

### 5. What is the cost for a guest?

- Guests are \$10 per head including adults 17 years and above, children 5-16 years
- Children 0-4 years are free

### 6. Why are children 5-16 years charged at the same rate as adults?

- This small fee also covers part of the cost of the consumables used in children's activities?

### 7. How do I make a guest booking AT THE SAME TIME as my own booking?


**PLEASE NOTE:** if you are making guest bookings AFTER you submit your own booking [SEE POINT 9 BELOW](#)

- After you have filled in your member family details, toggle the switch – Are you bringing guests? at the bottom of the page

**Member's Children**

Note: 0 to 16 years only. Not required if previously booked for this event.

<input type="text" value="Amy Smith"/>	<input type="text" value="14"/>	<input type="text" value="Female"/>	<input type="button" value="+ Add Child"/>	<input type="button" value="⊗"/>
--	---------------------------------	-------------------------------------	--	----------------------------------

Are you bringing guests?  

- This will open up the guest booking page – this page is used for catering purposes.

Are you bringing guests?

**Family/Group 1**

Guest's Phone Number \*

Name of Adult Guest aged 17 years and over

 + Add Adult 

Name of Child Guest aged 5-16 years

Child Name...	Age... ▼	Gender... ▼	+ Add Child	<input type="button" value="x"/>
---------------	----------	-------------	-------------	----------------------------------

Name of Child Guest aged 4 years and under  
*(These are NOT charged but are required for catering)*

Child Name...	Age... ▼	Gender... ▼	+ Add Child	<input type="button" value="x"/>
---------------	----------	-------------	-------------	----------------------------------

+ Add Family/Group

- You can add multiple Family/Groups
- This will add your paid guest bookings to an invoice on the right hand side or at the bottom of your screen.
- You will be required to make payment for your guests at this time.
- You will receive an email titled ***Thank you for your Booking***
- **IMPORTANT:** When you receive this email YOU MUST OPEN IT AND CLICK ON THE LINK to the Land Managers **Guest Booking Form**
- This form includes guests on property and vehicle details for land manager's approval.
- Please complete this Land Managers **Guest Booking Form** for each Family/Group that you have booked
- Once approved you will receive a Vehicle Pass which must be printed and displayed in guest vehicle at all times.
- You can also find the Land Managers **Guest Booking Form** in the members zone.

## 8. When can I make a guest booking?

- You can make a guest booking at the same time you make your own member booking OR you can return to the Event Booking page after submitting your own booking.
- **PLEASE READ THE FOLLOWING INSTRUCTIONS IF YOU ARE MAKING A GUEST BOOKING AFTER SUBMITTING YOUR OWN BOOKING**

## 9. How do I make a guest booking after I have submitted my member booking?

- Return to the Event Booking page
- Select

**Member Details**

First Name \*      Last Name \*

Debbie      Oliver

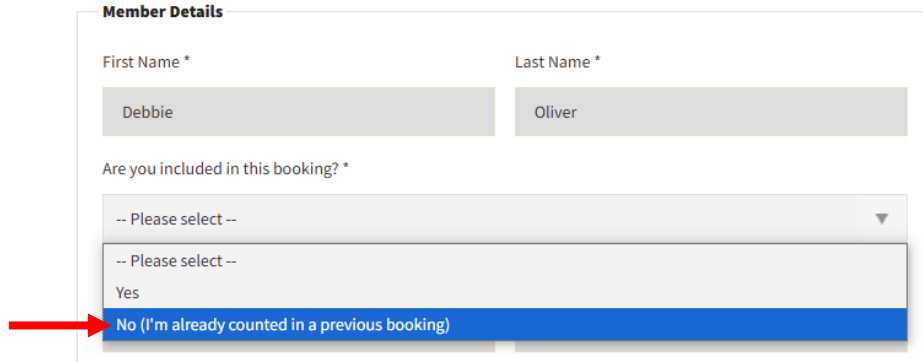
Are you included in this booking? \*

-- Please select --

-- Please select --

Yes

**No (I'm already counted in a previous booking)**



- Do the same for your spouse/partner
- **DO NOT REENTER YOUR OWN CHILDREN (0-16YEARS)**

Spouse/Partner Name

Mark

Is your Spouse/Partner included in this booking? \*


Yes

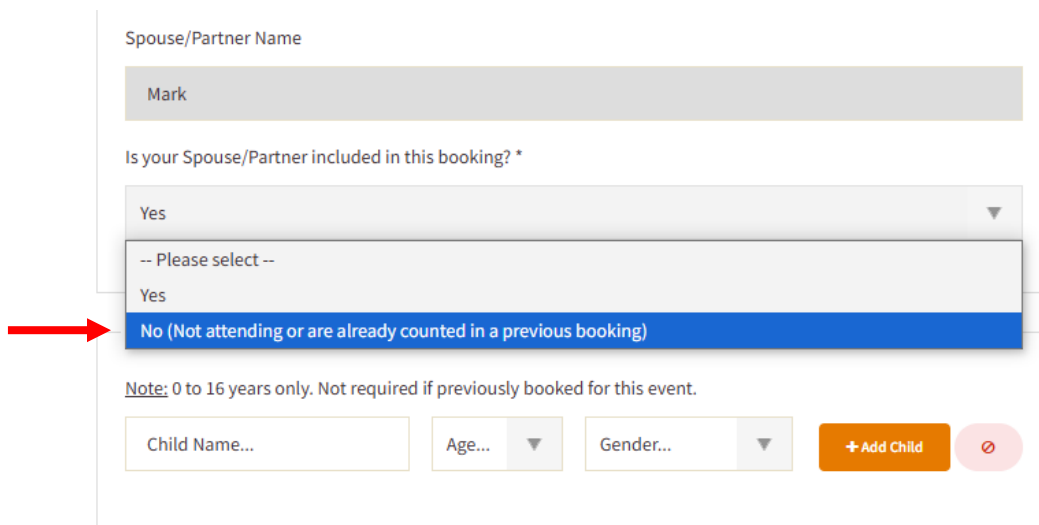
-- Please select --

Yes


**No (Not attending or are already counted in a previous booking)**

Note: 0 to 16 years only. Not required if previously booked for this event.

Child Name...      Age...      Gender...      **+ Add Child**      



- Toggle on... Are you bringing guests? ...and proceed as follows

Are you bringing guests?  

**Family/Group 1**

Guest's Phone Number \*

Name of Adult Guest aged 17 years and over

Name of Child Guest aged 5-16 years

Name of Child Guest aged 4 years and under  
*(These are NOT charged but are required for catering)*

- You can add multiple Family/Groups
- This will add your paid guest bookings to an invoice on the right hand side or at the bottom of your screen .
- You will be required to make payment for your guests at this time.
- You will receive an email titled **Thank you for your Booking**
- **IMPORTANT:** When you receive this email YOU MUST OPEN IT AND CLICK ON THE LINK to the Land Managers **Guest Booking Form**
- This form includes guests on property and vehicle details for land manager's approval.
- Please complete this Land Managers **Guest Booking Form** for each Family/Group that you have booked
- Once approved you will receive a Vehicle Pass which must be printed and displayed in guest vehicle at all times.
- You can also find the Land Managers **Guest Booking Form** in the members zone.

## 10. When will guest booking close?

- Guest bookings close 1 week prior to the event.

## 11. Do you need further help with this process?

- Email [social@tlcc.com.au](mailto:social@tlcc.com.au)