

# 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?

- Member's 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

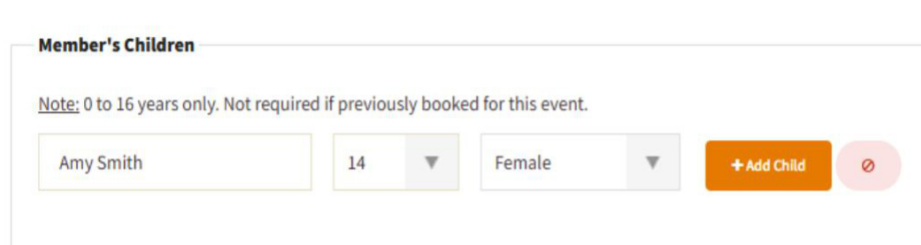
### 6. Why are children 5-16 years charged at the same rate as adults?

- 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



Are you bringing guests? ☐ 

This will open up the guest booking page – this page is used for catering purposes and registering guests vehicles.

Are you bringing guests? ☐

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**Family/Group 1**

Guest's Phone Number \*      Guest's Vehicle Make/Model

Guest's Vehicle Colour      Guest's Vehicle Rego      Guest's Trailer Rego

Name of Adult Guest aged 17 years and over

Name of Child Guest aged 5-16 years

Child Name...      Age... ▼      Gender... ▼           

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

Child Name...      Age... ▼      Gender... ▼           

- 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***
- This form includes guest and vehicle details for land manager's approval.
- Once approved you will receive a Vehicle Pass which must be printed and displayed in guest vehicle at all times.

## 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 later 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 \*

Guest's Vehicle Make/Model

Guest's Vehicle Colour

Guest's Vehicle Rego

Guest's Trailer Rego

Name of Adult Guest aged 17 years and over

+ Add Adult



Name of Child Guest aged 5-16 years

Age...



Gender...



+ Add Child



Name of Child Guest aged 4 years and under

*(These are NOT charged but are required for catering)*

Age...



Gender...



+ Add Child



+ 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!**  
This form includes guest and vehicle details for land manager's approval.
- Once approved you will receive a Vehicle Pass which must be printed and displayed in guest vehicle at all times.

### 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)