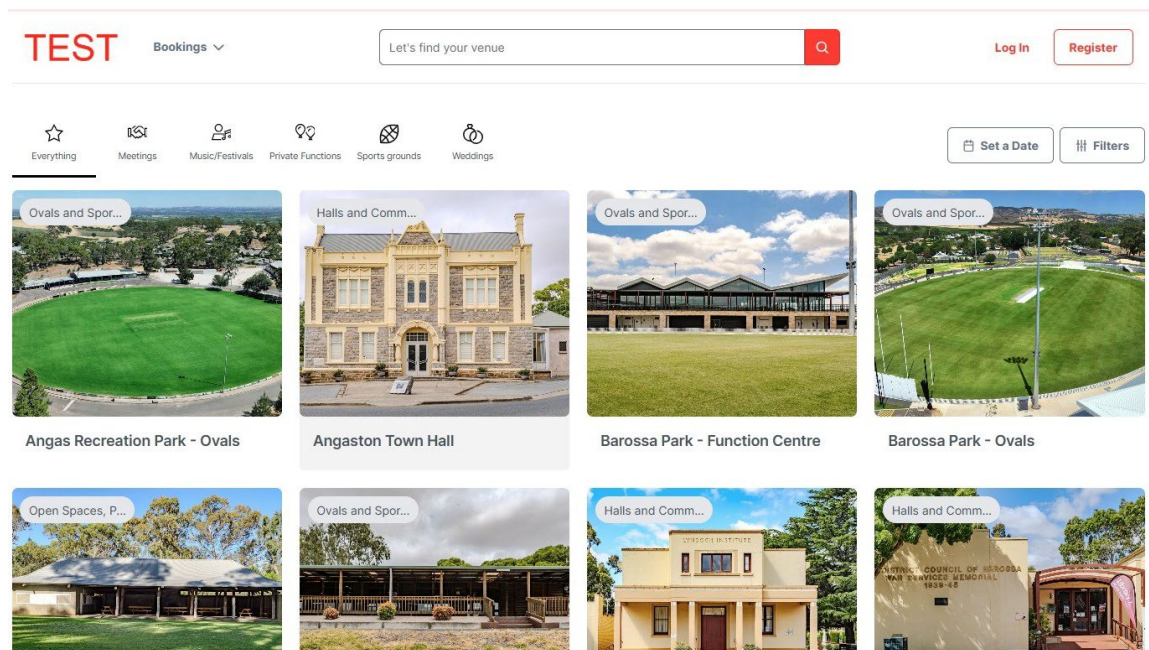


How to Book a Council Venue and Complete Payment

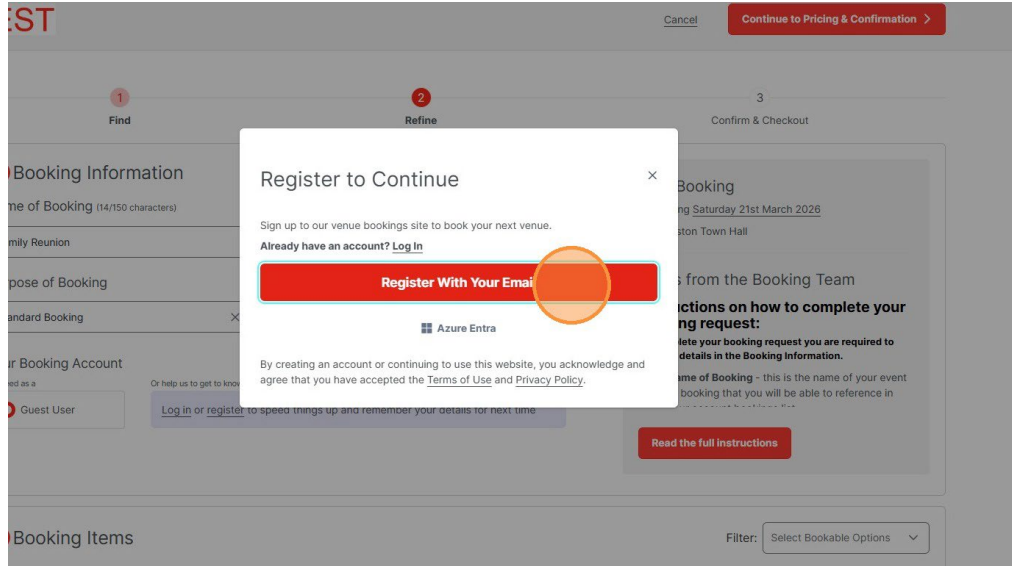
This guide directs you on how to book a council venue, fill in all required details, and successfully complete the payment process on The Barossa Council Bookable website. Learn how to navigate the booking system and finalise your booking.

For any questions, please reach out to our Customer Experience team on 08 8563 8444 or bookings@barossa.sa.gov.au

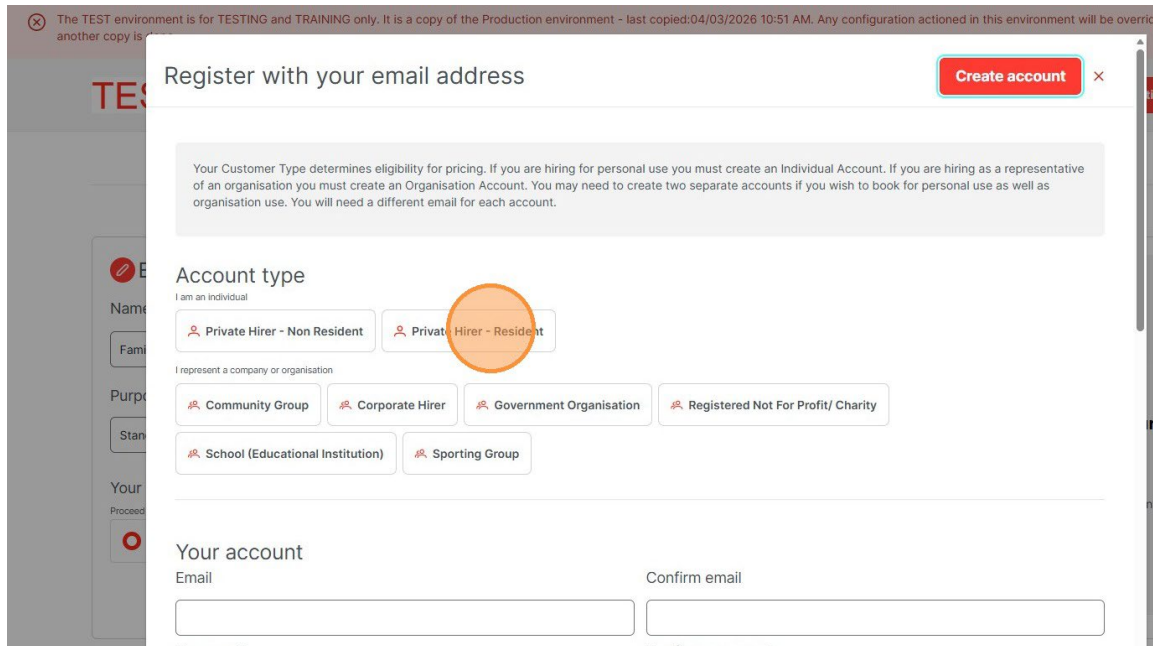
1. Open the Bookable webpage to search venues available for hire and click the "Register" button if you do not have an account for this website.



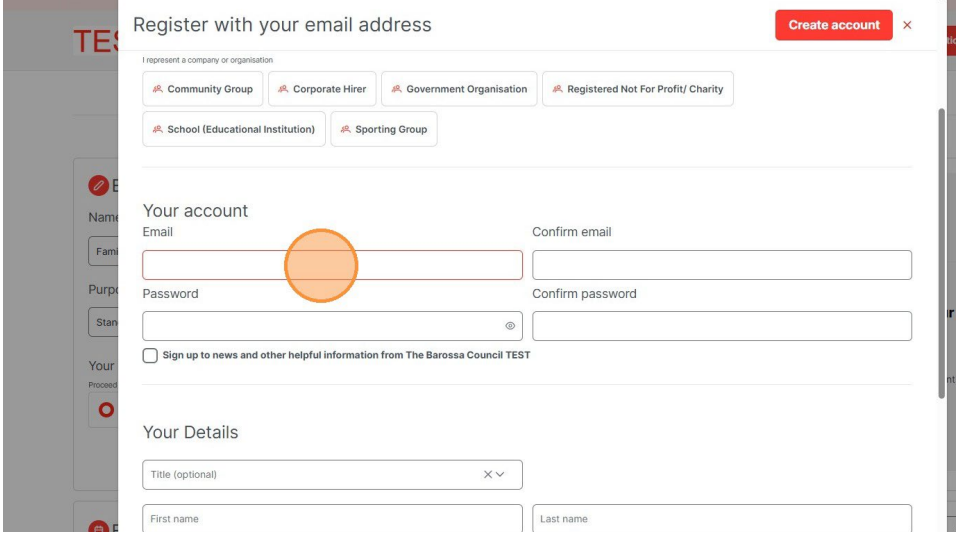
2. Click "Register With Your Email"



3. Click on the account type that is relevant to you.



- Click the "Email" field and fill in your email address.



Register with your email address Create account ×

I represent a company or organisation

Your account

Email Confirm email

Password Confirm password

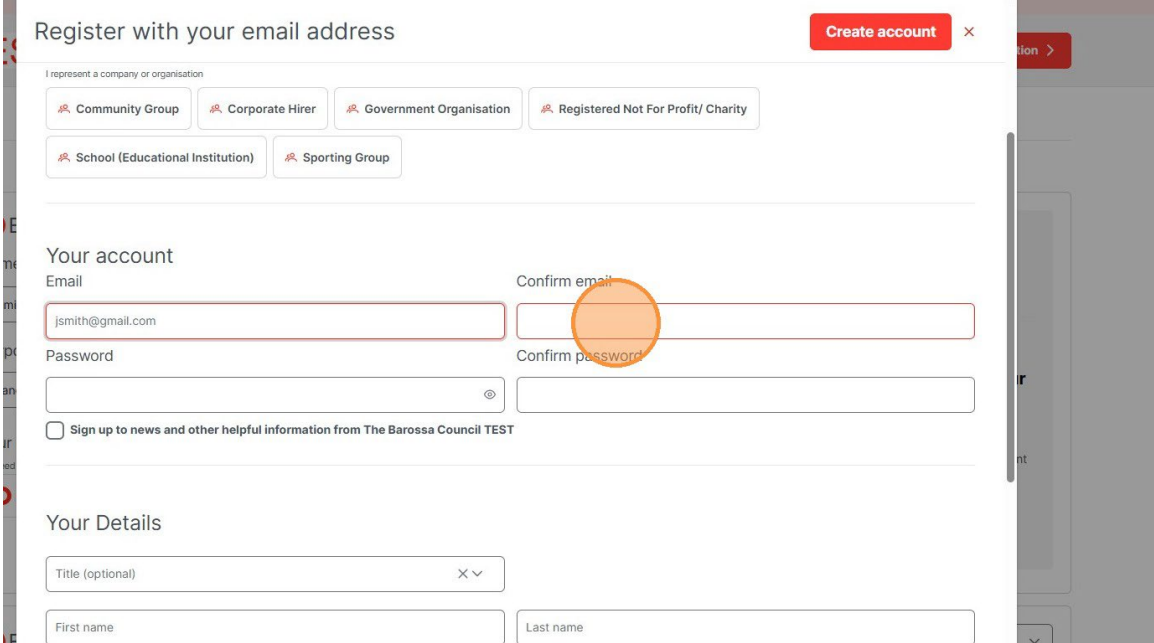
☐ Sign up to news and other helpful information from The Barossa Council TEST

Your Details

Title (optional) × ▼

First name Last name

- Click the "Confirm email" field and re-enter your email address.



Register with your email address Create account ×

I represent a company or organisation

Your account

Email Confirm email

Password Confirm password

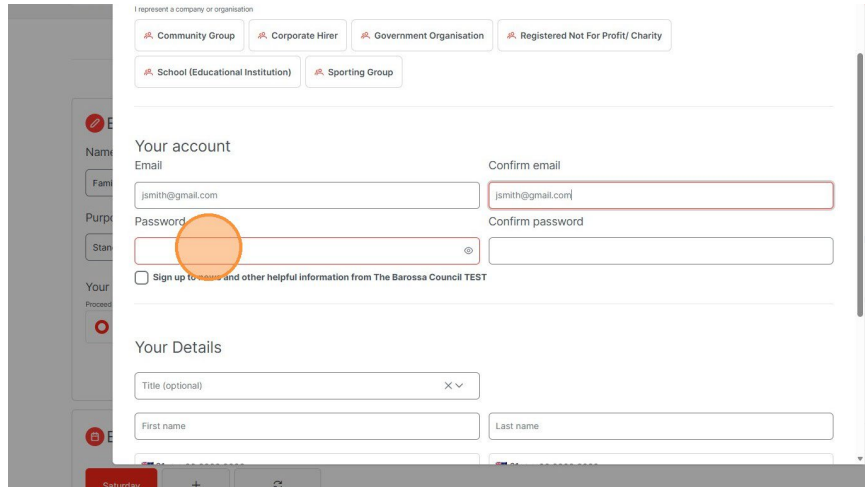
☐ Sign up to news and other helpful information from The Barossa Council TEST

Your Details

Title (optional) × ▼

First name Last name

- Click the password field and enter a suitable password. Note you will continue to use this password for any future bookings.



I represent a company or organisation

Community Group Corporate Hirer Government Organisation Registered Not For Profit/ Charity

School (Educational Institution) Sporting Group

Your account

Email jsmith@gmail.com Confirm email jsmith@gmail.com

Password Confirm password

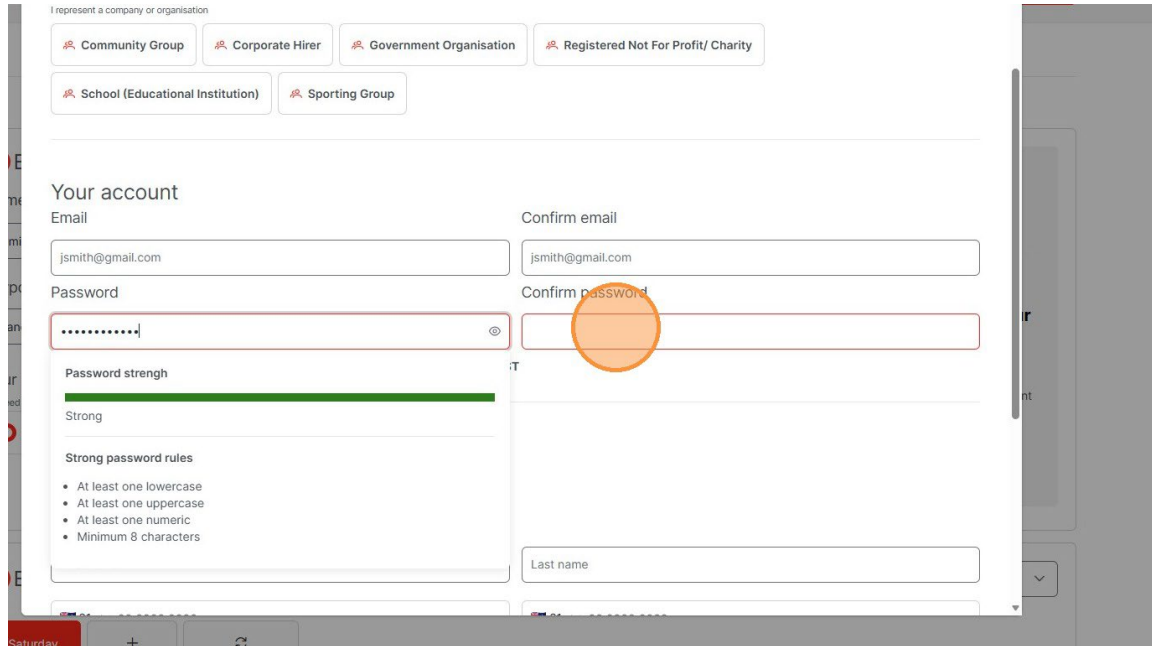
☐ Sign up to receive and other helpful information from The Barossa Council TEST

Your Details

Title (optional) X v

First name Last name

- Click the "Confirm password" field and re-enter the password.



I represent a company or organisation

Community Group Corporate Hirer Government Organisation Registered Not For Profit/ Charity

School (Educational Institution) Sporting Group

Your account

Email jsmith@gmail.com Confirm email jsmith@gmail.com

Password Confirm password

Password strength

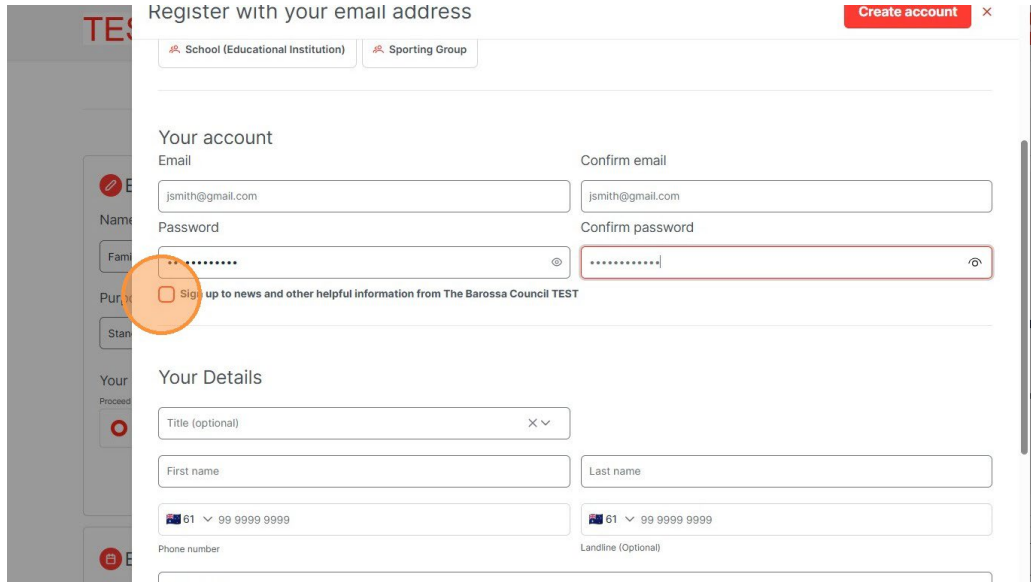
Strong

Strong password rules

- At least one lowercase
- At least one uppercase
- At least one numeric
- Minimum 8 characters

Last name

8. If you wish to subscribe to Barossa Council newsletter, tick this box.



The screenshot shows a web form titled "Register with your email address" with a "Create account" button in the top right corner. Below the title are two tabs: "School (Educational Institution)" and "Sporting Group". The form is divided into two main sections: "Your account" and "Your Details".

Your account

Email: Confirm email:

Password: Confirm password:

☐ Sign up to news and other helpful information from The Barossa Council TEST

Your Details

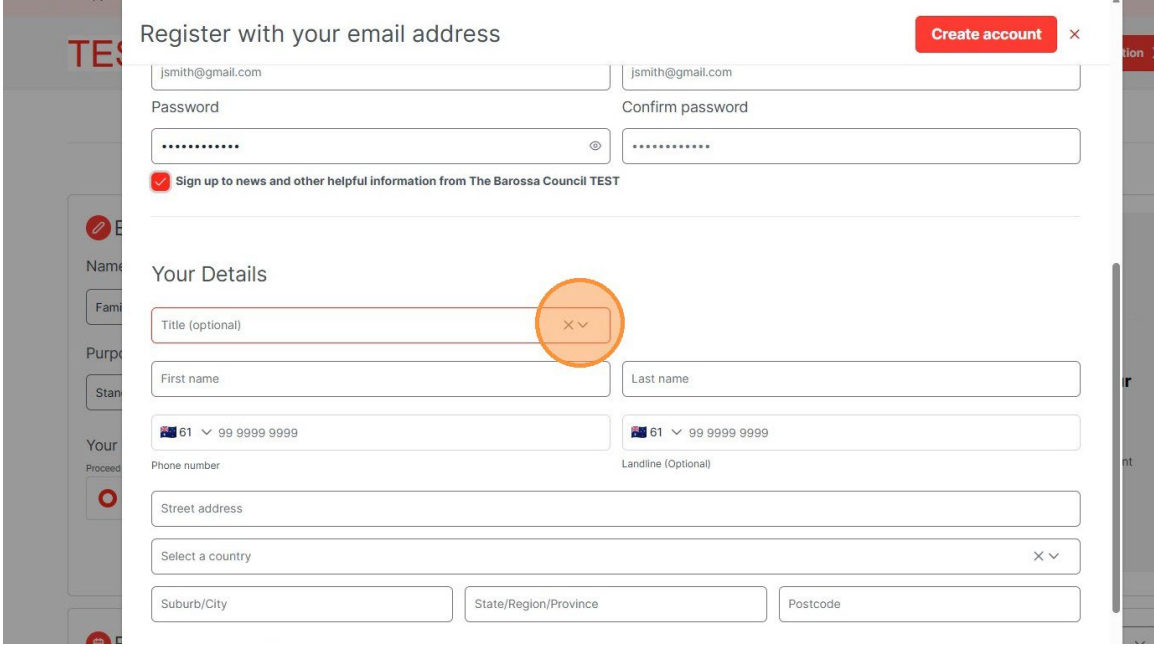
Title (optional):

First name: Last name:

Phone number: Landline (Optional):

An orange circle highlights the checkbox for signing up to the newsletter.

9. Complete your personal details.



Register with your email address Create account

Password Confirm password

☒ Sign up to news and other helpful information from The Barossa Council TEST

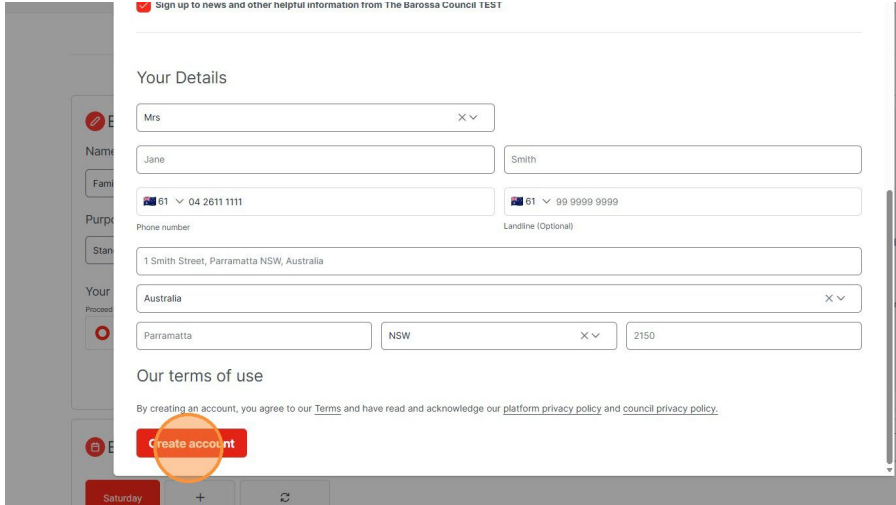
Your Details

X v

Phone number Landline (Optional)

X v

10. Click "Create account". Note all fields must be entered to complete this step.



☒ Sign up to news and other helpful information from The Barossa Council TEST

Your Details

X v

Phone number Landline (Optional)

X v

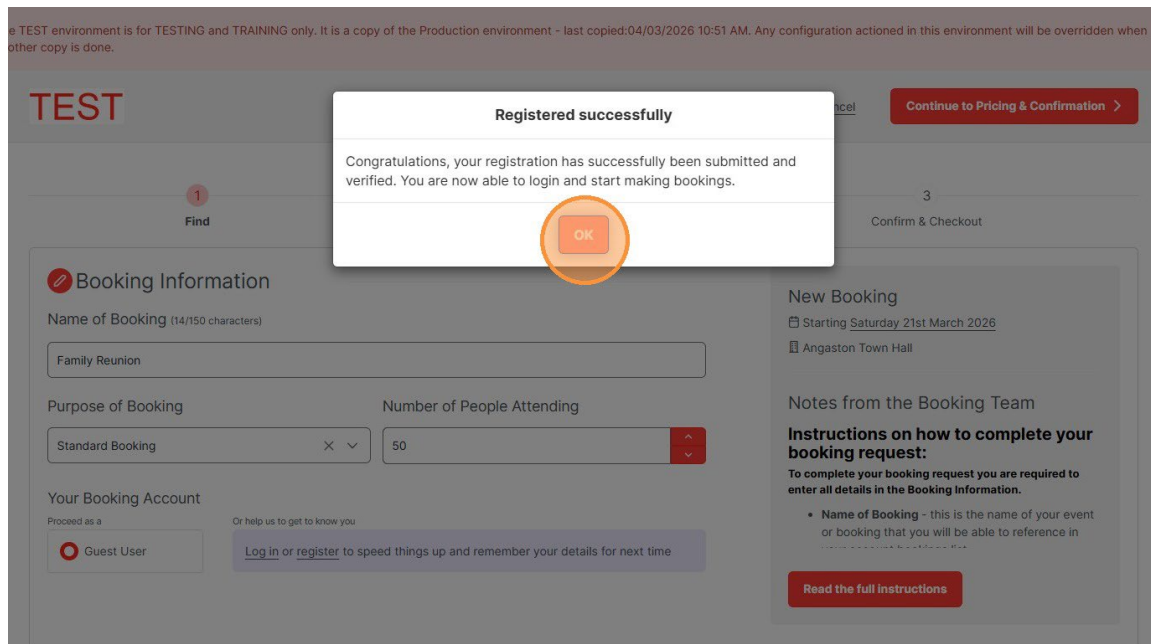
X v

Our terms of use

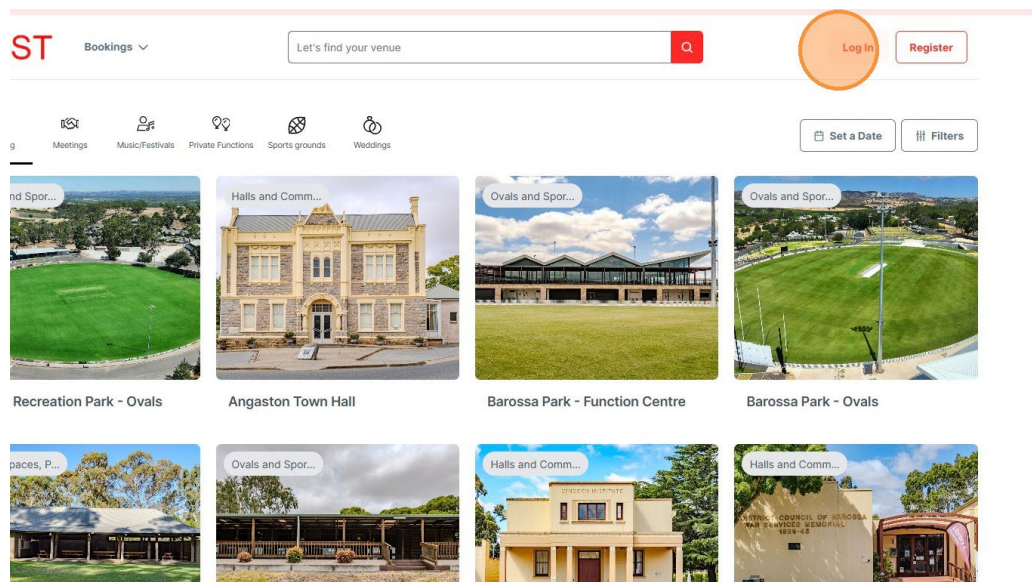
By creating an account, you agree to our [Terms](#) and have read and acknowledge our [platform privacy policy](#) and [council privacy policy](#).

Create account

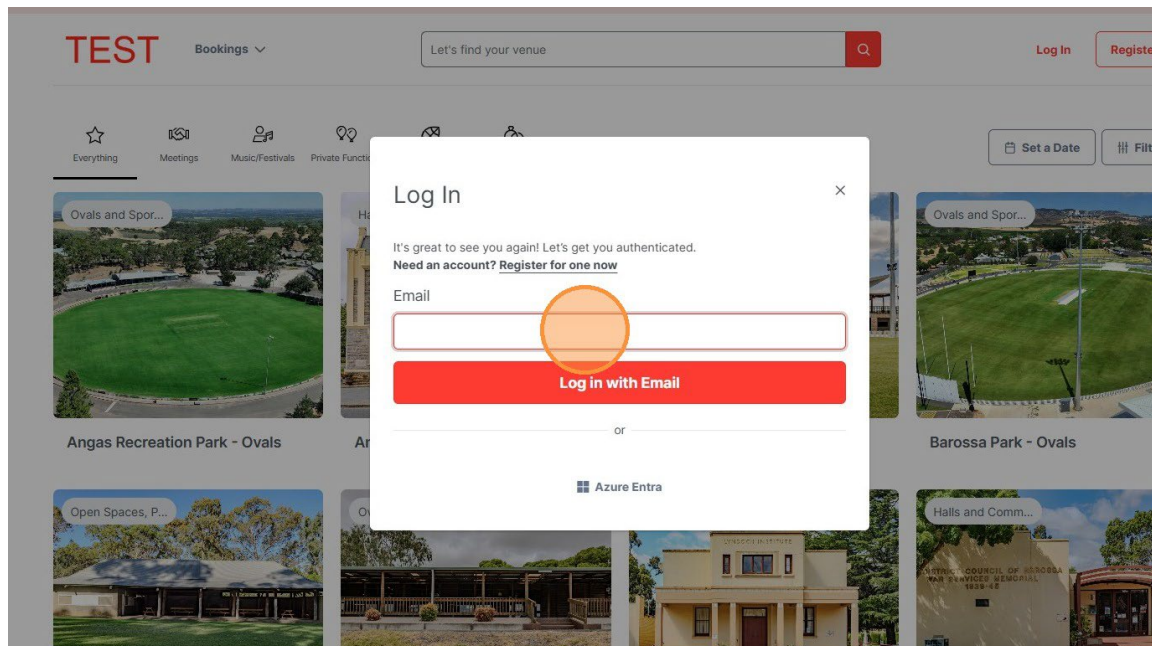
11. Click "OK"



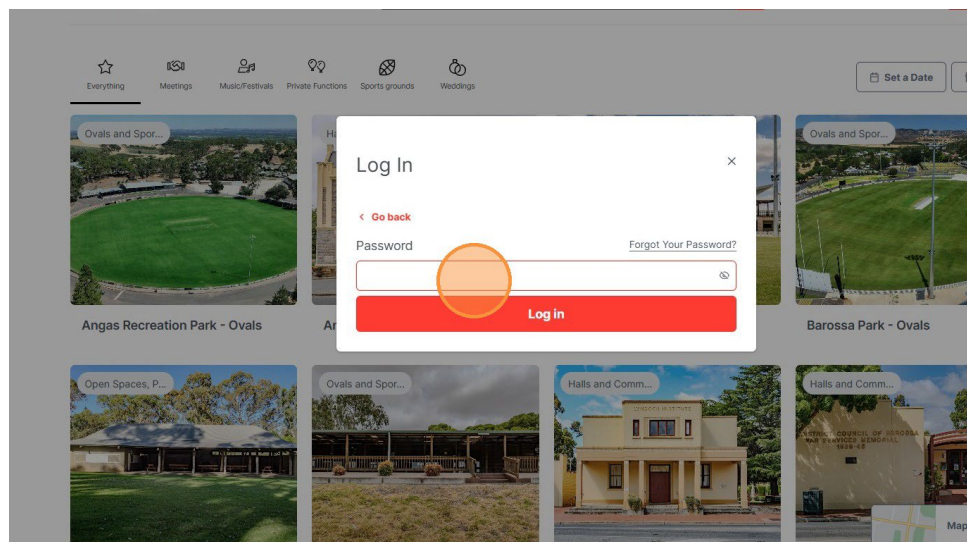
12. Click "Log In"



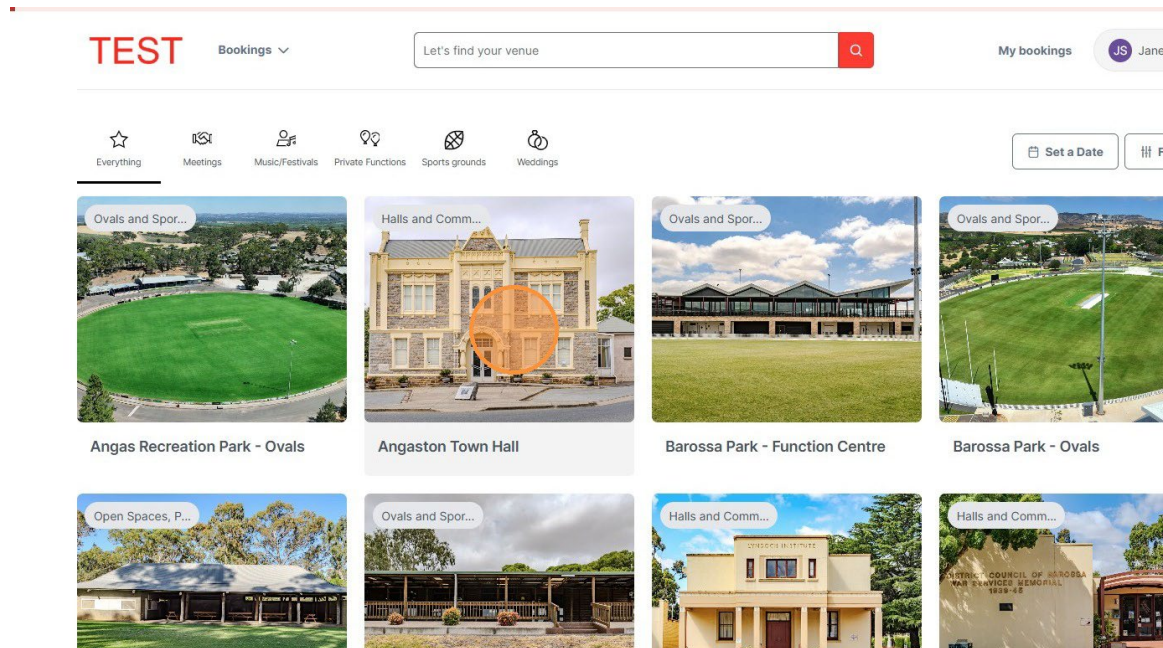
13. Click the "Email" field and enter your registered email address, then click "Log in with Email".



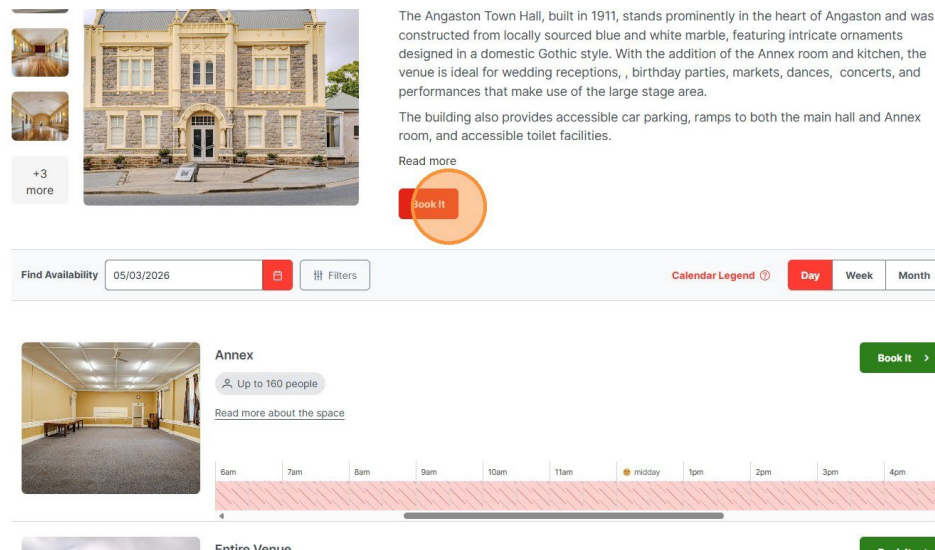
14. Click the "Password" field and enter your registered password, then click "Log In".



15. Choose the venue you wish to book and click on the tile.



16. Click "Book It"



17. Click the "Name of Booking" and enter what your booking is for.

another copy is done.

TEST [Cancel](#) [Continue to Pricing & Confirmation](#)

1 Find 2 Refine 3 Confirm & Checkout

Booking Information

Name of Booking (150 characters)

Give it a name such as "Dance classes" or "Sports training"

Purpose of Booking Number of People Attending

Select a purpose

Your Booking Account

Proceed as

☒ Jane Smith (Private Hirer - Resident) [Not you? Log out](#)

New Booking

Starting Thursday 5th March 2026

Angaston Town Hall

Notes from the Booking Team

Instructions on how to complete your booking request:

To complete your booking request you are required to enter all details in the Booking Information.

- Name of Booking** - this is the name of your event or booking that you will be able to reference in your booking request.

[Read the full instructions](#)

18. Click "Select a purpose"

TEST [Cancel](#) [Continue to Pricing & Confirmation](#)

1 Find 2 Refine 3 Confirm & Checkout

Booking Information

Name of Booking (14/150 characters)

Family Reunion

Purpose of Booking Number of People Attending

Select a purpose

Your Booking Account

Proceed as

☒ Jane Smith (Private Hirer - Resident) [Not you? Log out](#)

New Booking

Starting Thursday 5th March 2026

Angaston Town Hall

Notes from the Booking Team

Instructions on how to complete your booking request:

To complete your booking request you are required to enter all details in the Booking Information.

- Name of Booking** - this is the name of your event or booking that you will be able to reference in your booking request.

[Read the full instructions](#)

Booking Items

Filter: [Select Bookable Options](#)

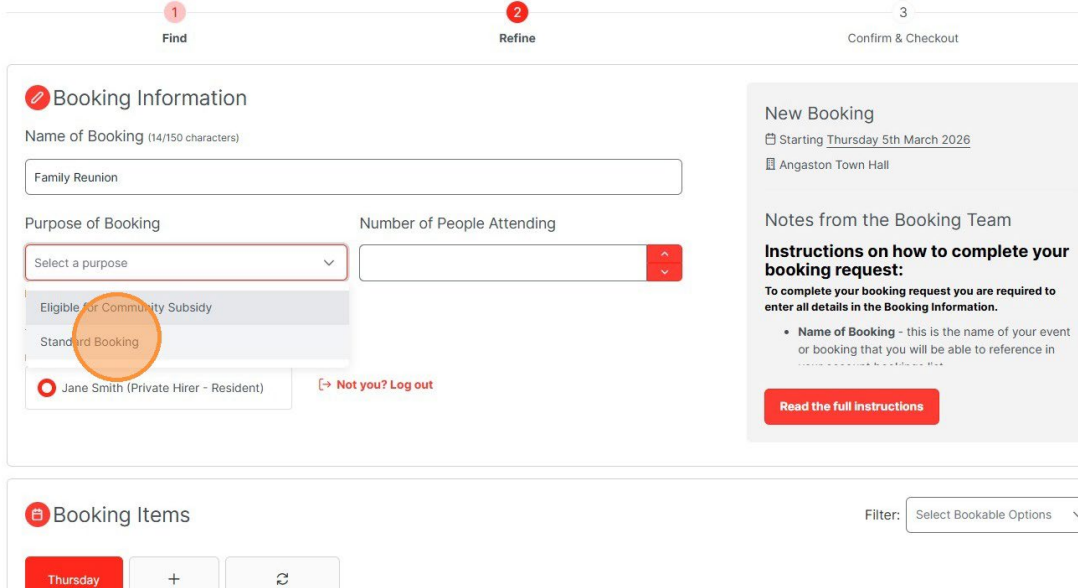
19. Select if it is a "Standard Booking" or if you believe your booking would meet the criteria of "Eligible for Subsidy".

For Barossa Council Venues (excludes Barossa Park Function Centre) - if you believe your booking is eligible for subsidised hire rates (based on the below information) please choose the "Eligible for community subsidy" purpose and final pricing will be sent to you after your booking request to finalise the booking. All other bookings are "Standard Booking" purpose types.

Subsidy Criteria:

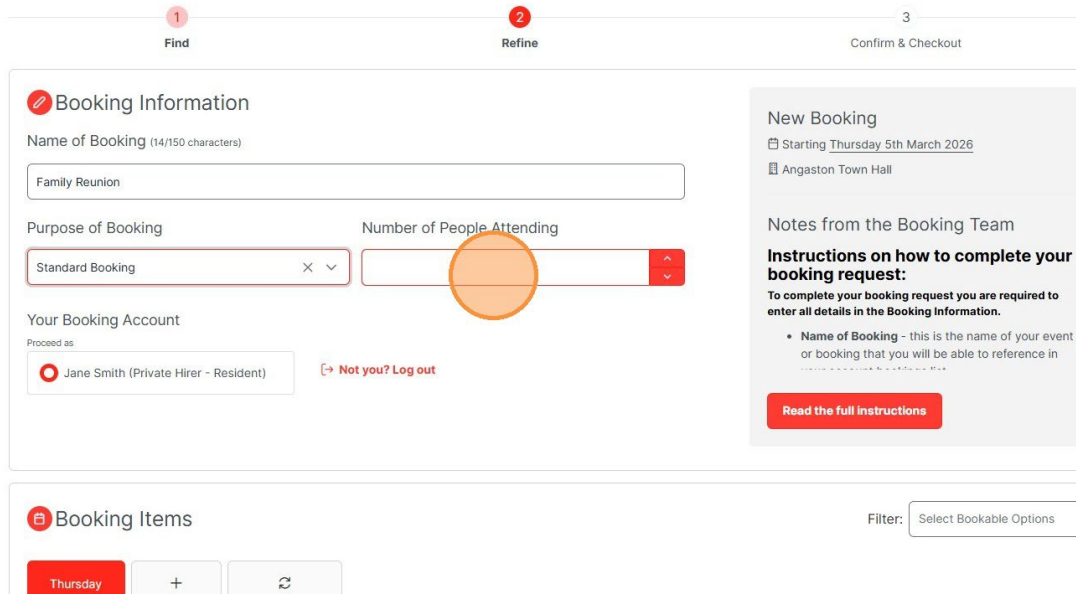
- The Hirer can demonstrate it will not generate profit - 40%
- The Hirer can demonstrate Social Inclusion - Activities which support wider social inclusion targets. These may include such groups as; Low socio-economic background; older adults; Aboriginal and Torres Strait Islanders; Culturally and Linguistically Diverse (CALD) communities - 20%
- The Hirer can demonstrate that the use of the facility will increase community participation and/or will promote health and wellbeing of the Barossa Council community - 15%

Maximum primary subsidy available 75%



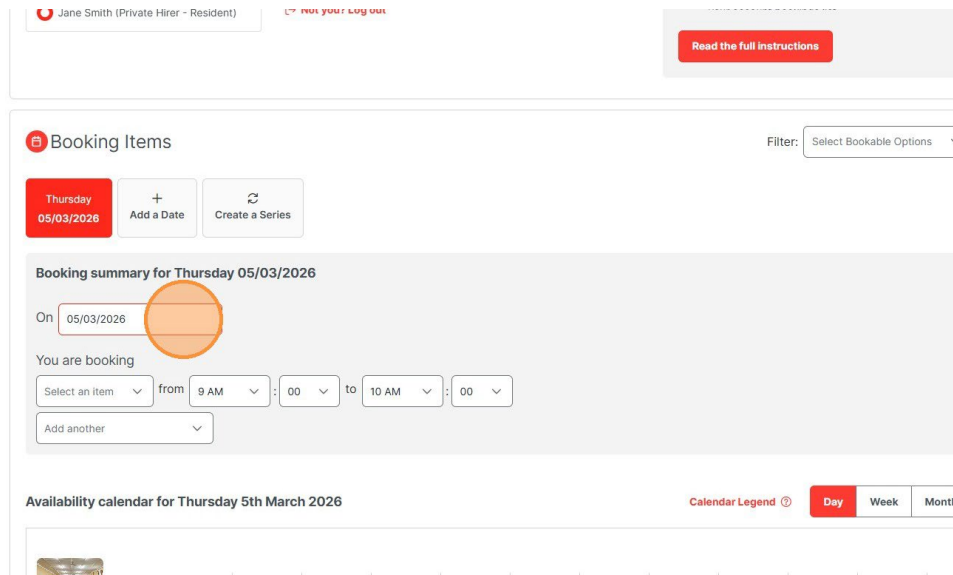
The screenshot shows the 'Find' step of a three-step booking process. The steps are labeled 1 (Find), 2 (Refine), and 3 (Confirm & Checkout). The 'Booking Information' section includes a text field for 'Name of Booking' (14/150 characters) with 'Family Reunion' entered. Below this is a 'Purpose of Booking' dropdown menu with 'Eligible for Community Subsidy' selected. To the right is a 'Number of People Attending' field. At the bottom, there is a radio button for 'Jane Smith (Private Hirer - Resident)' and a link for 'Not you? Log out'. The 'Booking Items' section at the bottom shows a filter for 'Select Bookable Options' and a list of items, with 'Thursday' selected. On the right side, there is a 'New Booking' summary showing the start date as 'Thursday 5th March 2026' and the location as 'Angaston Town Hall'. Below this is a 'Notes from the Booking Team' section with 'Instructions on how to complete your booking request' and a 'Read the full instructions' button.

20. Click the "Number of People Attending" field and enter your approximate number of attendees.



The screenshot shows the 'Find' step of a booking process. It includes a 'Booking Information' section with fields for 'Name of Booking' (containing 'Family Reunion'), 'Purpose of Booking' (a dropdown menu showing 'Standard Booking'), and 'Number of People Attending' (a numeric input field highlighted with an orange circle). Below this is the 'Your Booking Account' section, showing 'Proceed as Jane Smith (Private Hirer - Resident)' with a 'Not you? Log out' link. To the right, there's a 'New Booking' summary showing 'Starting Thursday 5th March 2026' at 'Angaston Town Hall', followed by 'Notes from the Booking Team' and 'Instructions on how to complete your booking request'. At the bottom, the 'Booking Items' section shows a 'Thursday' button and a 'Filter' dropdown set to 'Select Bookable Options'.

21. Click the "On" field.



This screenshot shows the 'Booking Items' section. At the top, it displays the user's account 'Jane Smith (Private Hirer - Resident)' and a 'Read the full instructions' button. Below, the 'Booking summary for Thursday 05/03/2026' is shown. The 'On' field, which contains '05/03/2026', is highlighted with an orange circle. Below the date, there's a section for 'You are booking' with a dropdown for 'Select an item', a 'from' time of '9 AM', and a 'to' time of '10 AM'. There's also an 'Add another' button. At the bottom, an 'Availability calendar for Thursday 5th March 2026' is visible, with a 'Calendar Legend' showing 'Day', 'Week', and 'Month' options.

22. Choose your booking date.

Standard Booking X 50

Your Booking Account

Proceed as

○ Jane Smith (Private Hirer - Resident) → Not you? Log out

booking request:
To complete your booking request you are required to enter all details in the Booking Information.

- Name of Booking - this is the name of your event or booking that you will be able to reference in your booking request.

[Read the full instructions](#)

Filter: Select Bookable Options

On 05/03/2026

You are booking

Select an item from 9 AM : 00 to 10 AM : 00

Add another

23. Click "Select an item"

Booking Items Filter: Select Bookable Options

Saturday 21/03/2026 + Add a Date ↺ Create a Series

Booking summary for Saturday 21/03/2026

On 21/03/2026

You are booking

Select an item from 9 AM : 00 to 10 AM : 00

Add another

Availability calendar for Saturday 21st March 2026 Calendar Legend Day Week Month

 **Annex**

6am 7am 8am 9am 10am 11am midday 1pm 2pm 3pm 4pm

24. Choose which space you wish to book.

Booking Items Filter: Select Bookable Options

Saturday 21/03/2026 + Add a Date ↺ Create a Series

Booking summary for Saturday 21/03/2026

On

You are booking

Select an item from : to :

Annex

Availability calendar for Saturday 21st March 2026 Calendar Legend Day Week Month

 Annex

6am 7am 8am 9am 10am 11am midday 1pm 2pm 3pm 4pm

25. Choose what time you would like to book from and to (please include set up and pack down time).

Booking Items Filter: Select Bookable Options

Saturday 21/03/2026 + Add a Date ↺ Create a Series

Booking summary for Saturday 21/03/2026

On

You are booking

Entire Venue from : to :

Add another

Availability calendar for Saturday 21st March 2026 Calendar Legend Day Week Month

 Annex

6am 7am 8am 9am 10am 11am midday 1pm 2pm 3pm 4pm

26. If the space is available, it will be green on the calendar. Click "Continue to Pricing & Confirmation"

Availability calendar for Saturday 21st March 2026

Calendar Legend ⓘ Day Week Month

 Annex

6am	7am	8am	9am	10am	11am	midday	1pm	2pm	3pm	4pm

 Entire Venue

6am	7am	8am	9am	10am	11am	midday	1pm	2pm	3pm	4pm

 Main Hall

6am	7am	8am	9am	10am	11am	midday	1pm	2pm	3pm	4pm

Continue to Pricing & Confirmation >

+61 8 8563 8444

27. Read through the "Checklist questions" and answer "yes" or "no" based on your booking information. Please note, if you answer yes and are required to attach evidence, you can log back in prior to your booking to complete this step (if the document is not available at time of booking).

Additional questions

The Barossa Council Venue Hire Booking Checklist

Please answer all questions relating to your booking. If you do not have the documentation or information at this stage, but believe you will closer to you booking, please still mark it as required and you can log back in to your booking to complete the information at a later date.

Will food be sold and/or provided by a caterer? *

☐ Yes ☐ No

Please note: If you are preparing food yourself and not selling it, you do not need to answer yes to this question.

Are you intending to sell alcohol? *

☐ Yes ☐ No

Please note: if you have selected yes, you may be required to obtain a Limited Liquor Licence under the Liquor Licensing Act 1997. Refer to Consumer and Business Services (CBS) www.cbs.sa.gov.au or phone 131 882 for further details.

You will then need to provide a copy of your liquor licence once granted.

Will you be installing any marquees, stalls or staging? *

☐ Yes ☐ No

Please note, if you have selected yes, you will be required to upload a copy of the suppliers Public Liability Insurance and your event Site Map.

The erection of any structure or marquee on Council land is not permitted. All structures must be weighted due to underground services.

Once all answers are completed, click "Complete Booking"

Event Application - required documentation

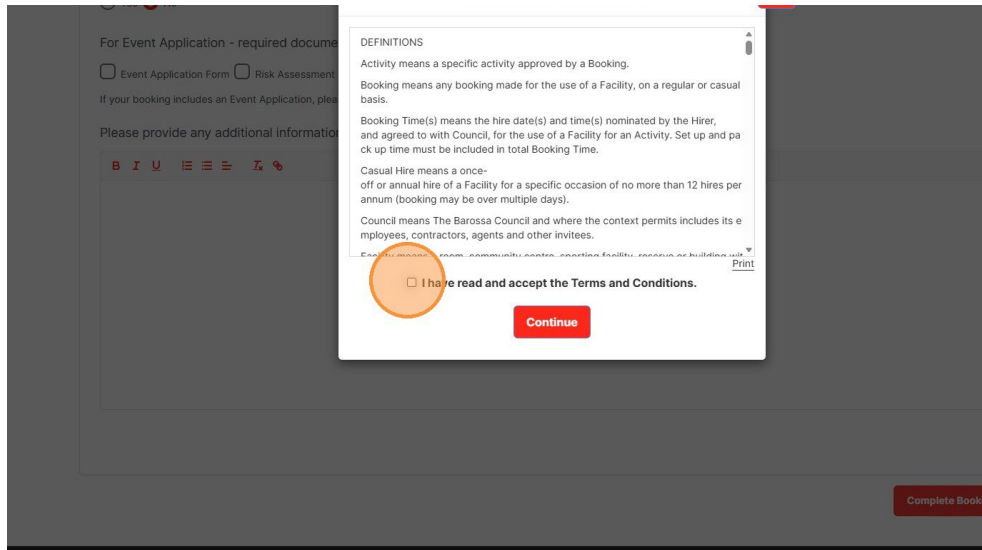
Event Application Form ☐ Risk Assessment ☐ Event Management Plan ☐ Site Map

ur booking includes an Event Application, please provide the required documentation prior to your event date.

ase provide any additional information

Complete Booking >

28. Read the Terms and Conditions of hire and then click the "I have read and accept the Terms and Conditions." field.



For Event Application - required documents

☐ Event Application Form ☐ Risk Assessment

If your booking includes an Event Application, please provide it here.

Please provide any additional information

DEFINITIONS

Activity means a specific activity approved by a Booking.

Booking means any booking made for the use of a Facility, on a regular or casual basis.

Booking Time(s) means the hire date(s) and time(s) nominated by the Hirer, and agreed to with Council, for the use of a Facility for an Activity. Set up and pack up time must be included in total Booking Time.

Casual Hire means a once-off or annual hire of a Facility for a specific occasion of no more than 12 hires per annum (booking may be over multiple days).

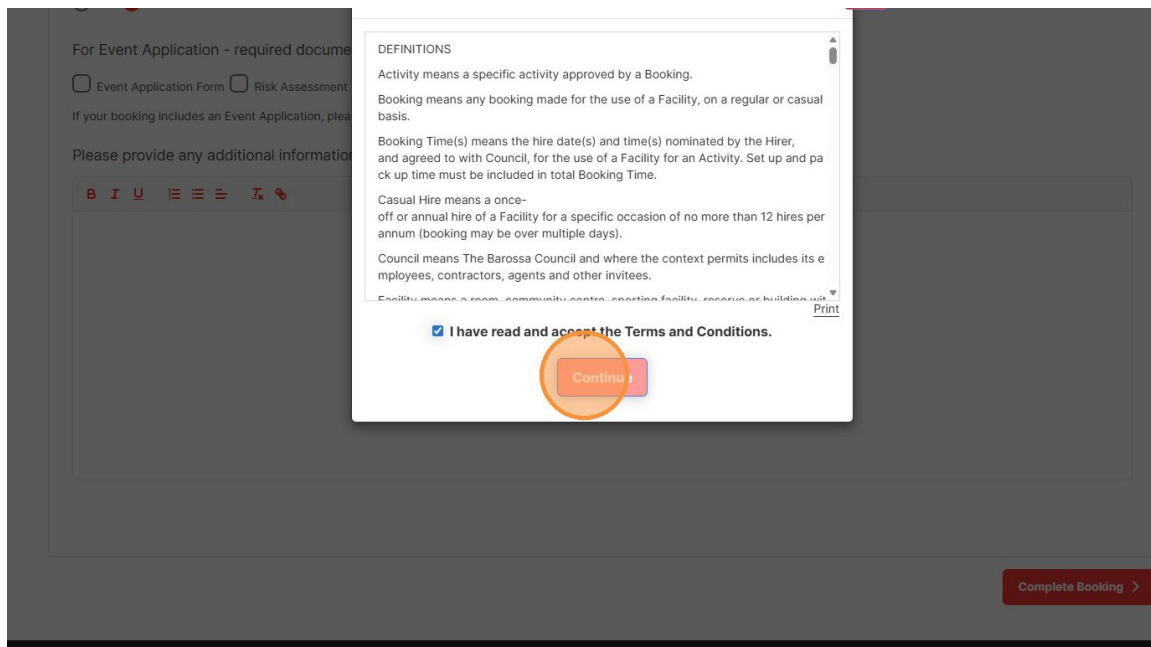
Council means The Barossa Council and where the context permits includes its employees, contractors, agents and other invitees.

☐ I have read and accept the Terms and Conditions.

Continue

Complete Booking

29. Click "Continue"



For Event Application - required documents

☐ Event Application Form ☐ Risk Assessment

If your booking includes an Event Application, please provide it here.

Please provide any additional information

DEFINITIONS

Activity means a specific activity approved by a Booking.

Booking means any booking made for the use of a Facility, on a regular or casual basis.

Booking Time(s) means the hire date(s) and time(s) nominated by the Hirer, and agreed to with Council, for the use of a Facility for an Activity. Set up and pack up time must be included in total Booking Time.

Casual Hire means a once-off or annual hire of a Facility for a specific occasion of no more than 12 hires per annum (booking may be over multiple days).

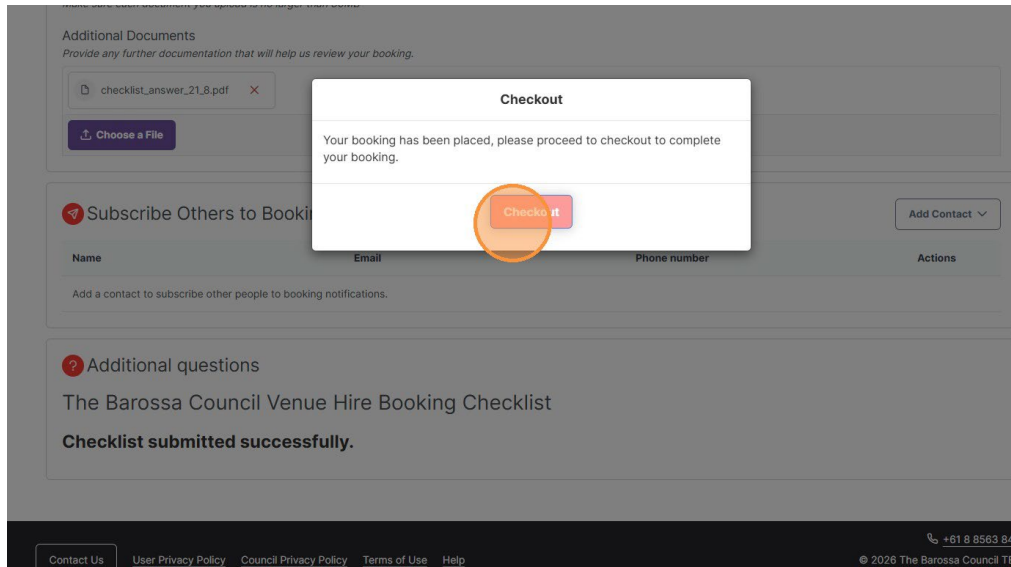
Council means The Barossa Council and where the context permits includes its employees, contractors, agents and other invitees.

☒ I have read and accept the Terms and Conditions.

Continue

Complete Booking

30. Click "Checkout"



Checkout

Your booking has been placed, please proceed to checkout to complete your booking.

Checkout

Additional Documents
Provide any further documentation that will help us review your booking.

checklist_answer_21.8.pdf

Choose a File

Subscribe Others to Booking

Add Contact

Name Email Phone number Actions

Add a contact to subscribe other people to booking notifications.

Additional questions

The Barossa Council Venue Hire Booking Checklist

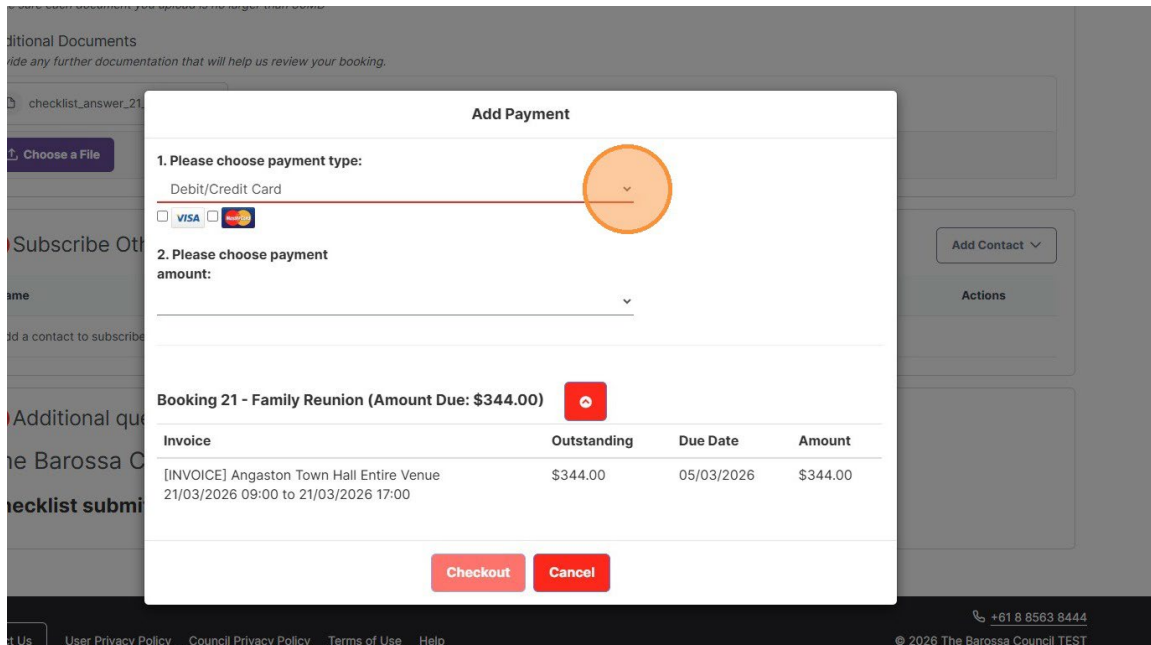
Checklist submitted successfully.

Contact Us User Privacy Policy Council Privacy Policy Terms of Use Help

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31. Choose the payment type.



Add Payment

1. Please choose payment type:

Debit/Credit Card

VISA MasterCard

2. Please choose payment amount:

Booking 21 - Family Reunion (Amount Due: \$344.00)

Invoice	Outstanding	Due Date	Amount
[INVOICE] Angaston Town Hall Entire Venue 21/03/2026 09:00 to 21/03/2026 17:00	\$344.00	05/03/2026	\$344.00

Checkout Cancel

Additional Documents
Provide any further documentation that will help us review your booking.

checklist_answer_21.8.pdf

Choose a File

Subscribe Others to Booking

Add Contact

Name Email Phone number Actions

Add a contact to subscribe other people to booking notifications.

Additional questions

The Barossa Council Venue Hire Booking Checklist

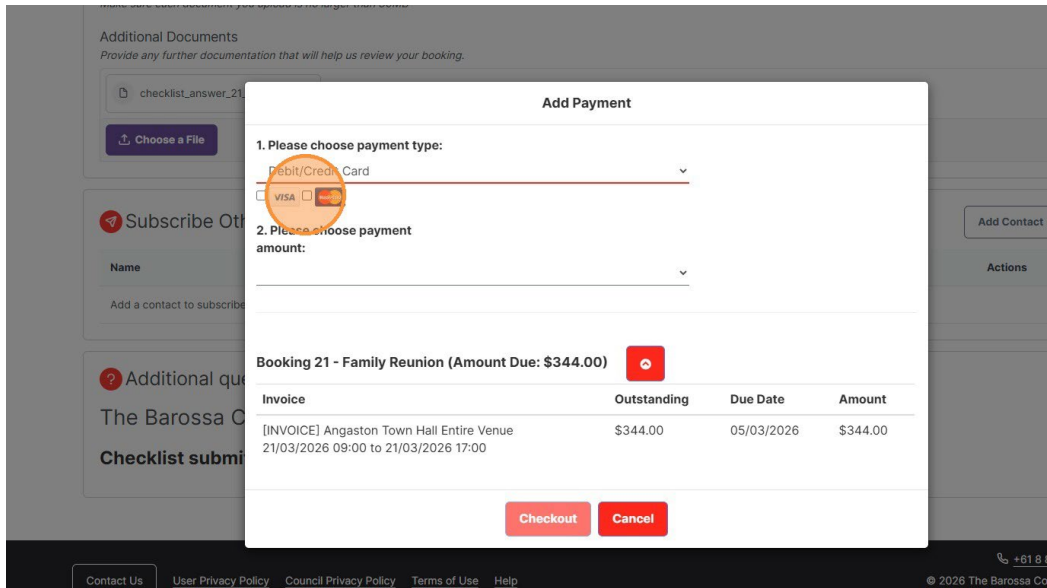
Checklist submitted successfully.

Contact Us User Privacy Policy Council Privacy Policy Terms of Use Help

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32. Choose if Visa or Mastercard will be used for payment.



Add Payment

1. Please choose payment type:

Debit/Credit Card

☐ VISA ☒ Mastercard

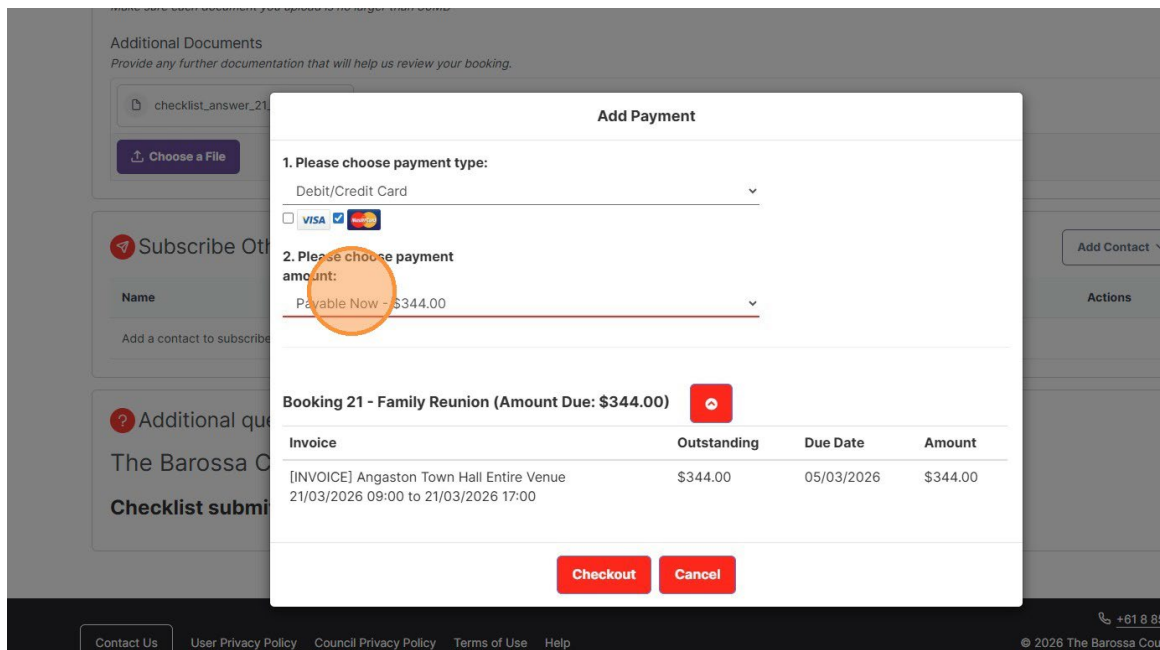
2. Please choose payment amount:

Booking 21 - Family Reunion (Amount Due: \$344.00)

Invoice	Outstanding	Due Date	Amount
[INVOICE] Angaston Town Hall Entire Venue 21/03/2026 09:00 to 21/03/2026 17:00	\$344.00	05/03/2026	\$344.00

Checkout Cancel

33. Select "Payable Now"



Add Payment

1. Please choose payment type:

Debit/Credit Card

☐ VISA ☒ Mastercard

2. Please choose payment amount:

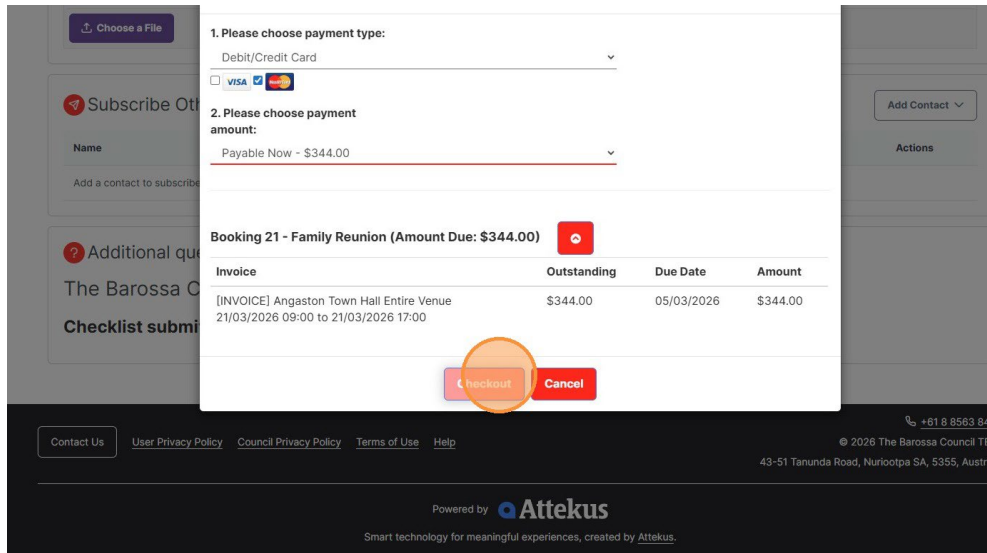
Payable Now - \$344.00

Booking 21 - Family Reunion (Amount Due: \$344.00)

Invoice	Outstanding	Due Date	Amount
[INVOICE] Angaston Town Hall Entire Venue 21/03/2026 09:00 to 21/03/2026 17:00	\$344.00	05/03/2026	\$344.00

Checkout Cancel

34. Click "Checkout"



1. Please choose payment type:

Debit/Credit Card

☐ VISA ☒ Mastercard

2. Please choose payment amount:

Payable Now - \$344.00

Booking 21 - Family Reunion (Amount Due: \$344.00)

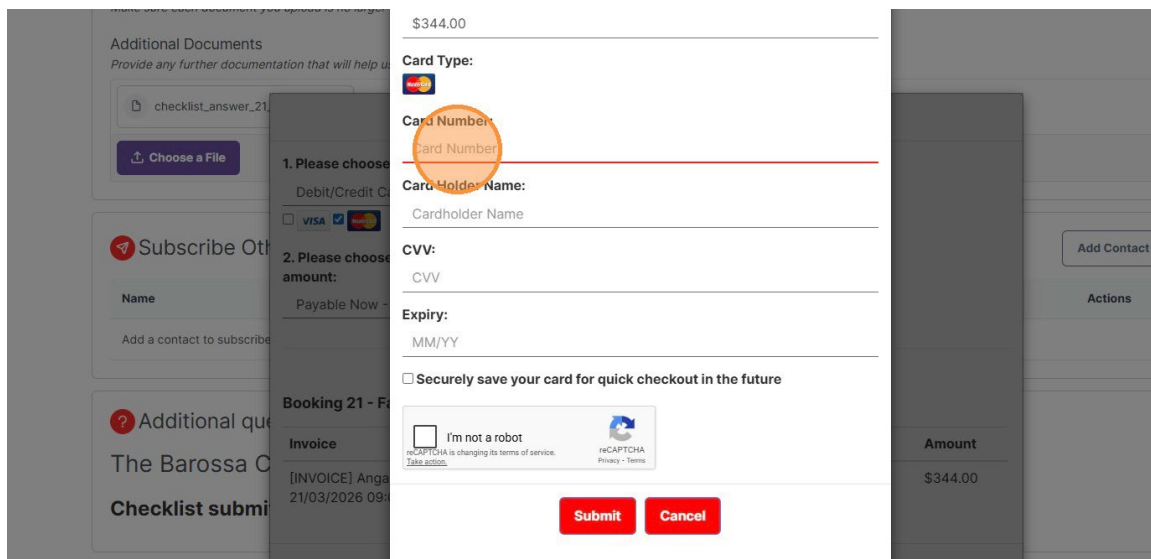
Invoice	Outstanding	Due Date	Amount
[INVOICE] Angaston Town Hall Entire Venue 21/03/2026 09:00 to 21/03/2026 17:00	\$344.00	05/03/2026	\$344.00

[Checkout](#) [Cancel](#)

Contact Us [User Privacy Policy](#) [Council Privacy Policy](#) [Terms of Use](#) [Help](#)

Powered by **Attekus**
Smart technology for meaningful experiences, created by Attekus.

35. Complete all the card details .



\$344.00

Card Type:

☒ Mastercard

Card Number:

Card Number

Card Holder Name:

Cardholder Name

CVV:

CVV

Expiry:

MM/YY

☐ Securely save your card for quick checkout in the future

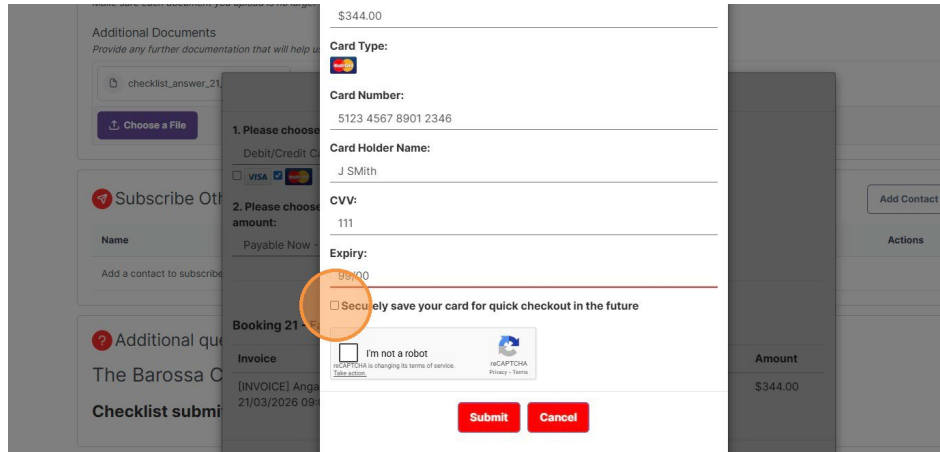
☐ I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#)

[Submit](#) [Cancel](#)

Amount

\$344.00

36. Click the "Securely save your card for quick checkout in the future" field if you wish to store the card against your account for future bookings.



The screenshot shows a payment form with the following fields and options:

- Amount:** \$344.00
- Card Type:**
- Card Number:** 5123 4567 8901 2346
- Card Holder Name:** J Smith
- CVV:** 111
- Expiry:** 09/2020 - 09/2021
- Payment Method:**
 - ☐ VISA
 - ☒ Debit/Credit Card
- 2. Please choose amount:**
 - ☐ Payable Now
 - ☐ Booking 21 - 28 days
- Additional Documents:**
 - checkboxlist_answer_21
 - [Choose a File](#)
- Subscribe to Our Newsletter:**
 - Name:
 - Add a contact to subscribe
- Additional questions:**
 - The Barossa Council
 - Checklist submitted
- Invoice:**
 - (INVOICE) Ang...
 - 21/03/2026 09:...
- Security:**
 - ☐ I'm not a robot
 - ☐ Securely save your card for quick checkout in the future
- Buttons:** [Submit](#) [Cancel](#)

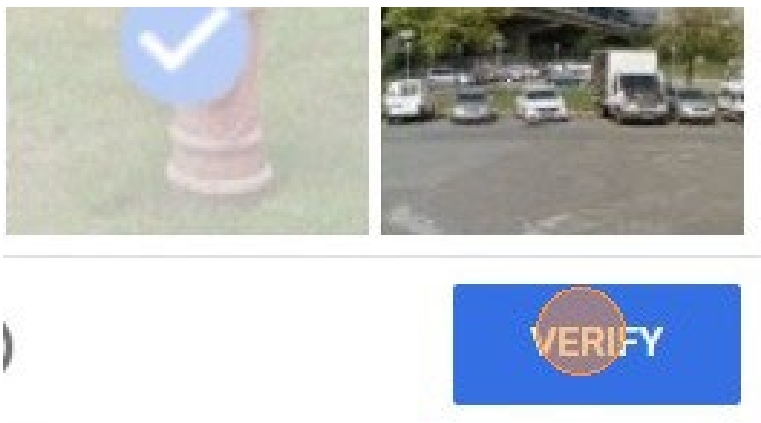
37. Click on the "I'm not a robot" tick box



38. Choose the images that you are directed to pick.

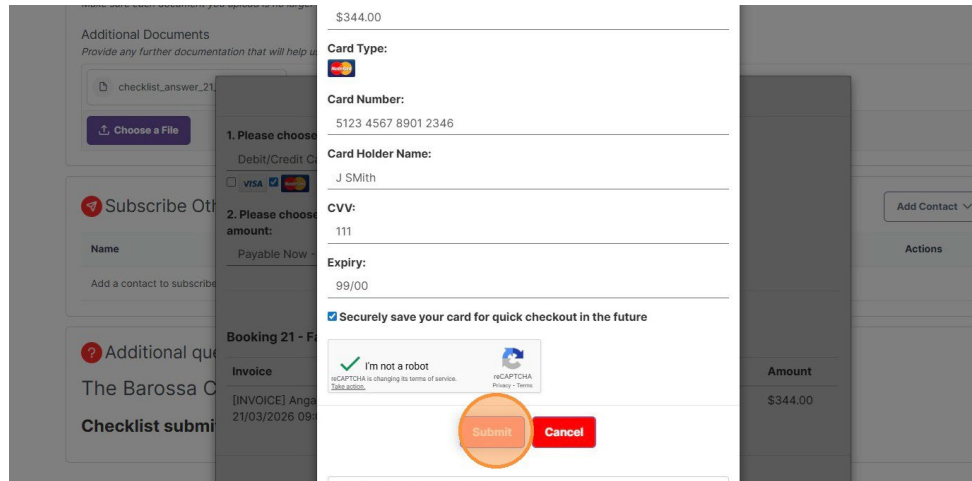


39. Click "Verify"



1)
comes the response code!
dless of amount or expiry date

40. Click "Submit"



Additional Documents
Provide any further documentation that will help us process your booking.

checklist_answer_21

Choose a File

1. Please choose a card type
Debit/Credit Card

2. Please choose a payment method
Payable Now

Subscribe to our newsletter

Name

Add a contact to subscribe

Additional questions

The Barossa Council

Checklist submitted

\$344.00

Card Type:

Card Number:

5123 4567 8901 2346

Card Holder Name:

J Smith

CVV:

111

Expiry:

99/00

☒ Securely save your card for quick checkout in the future

I'm not a robot

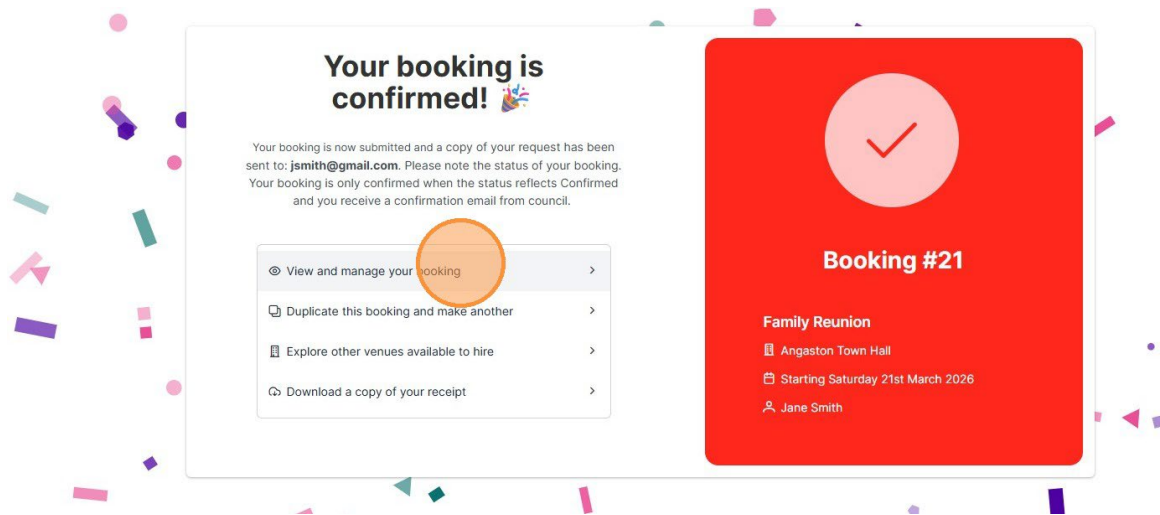
NCAPTCHA is changing its terms of service. [View details](#)

Submit Cancel

Amount

\$344.00

41. Congratulations! Your booking will now be confirmed, or marked as tentative if the venue requires approval. You can click "View and manage your booking" to see your booking details.



Your booking is confirmed!

Your booking is now submitted and a copy of your request has been sent to: j.smith@gmail.com. Please note the status of your booking. Your booking is only confirmed when the status reflects Confirmed and you receive a confirmation email from council.

View and manage your booking

Duplicate this booking and make another

Explore other venues available to hire

Download a copy of your receipt

Booking #21

Family Reunion

Angaston Town Hall

Starting Saturday 21st March 2026

Jane Smith

42. When revisiting the website, you can login and enter the "My bookings" section to revisit your booking and add documents or make any payments.

Environment is for TESTING and TRAINING only. It is a copy of the Production environment - last copied: 04/03/2026 10:51 AM. Any configuration actioned in this environment will be overridden when it is done.

ST Bookings

My Account > Bookings > Family Reunion (#21)

Family Reunion

Confirmed Booking #21

Location: Town Hall
 Date: Saturday 21st March 2026 [Add to Calendar](#)
 Booked by: Jane Smith

Manage your booking

Payment due

Fees	\$344.00
Adjustments	\$0.00
Bonds	\$0.00