

Online room booking

- The booking calendar can be found at: <https://eu-api.priava.com/api/wrch-Student/calendar.html>. Use the icons in the red header bar to navigate to the required date.
- **Hover over a venue name to check the maximum capacity for music-making.** Click and drag on an empty period for the venue of your choice
- Selecting a time will cause it to appear at the bottom of the screen. Unwanted selections can be deleted using the 'X' to the right-hand side. The exact time can be adjusted during on the next page.
- Please submit a different request for each separate booking unless they are on consecutive days and have the same additional information for each session.
- Click on 'Make Enquiry' in bottom right hand corner.
- Complete both tabs of the pop-up box as indicated:

Make your enquiry ✕

Venue details Your details

Venue name/s

Name of event*

Type of event

Start date

End date

Capacity required

How did you hear about us?

Additional information

Items marked (*) are compulsory.

➔ Next

= 'Student' or 'Staff' and 'full name'

Select the most appropriate event type

Check & adjust times if necessary

Number of people attending

Leave set as 'Faculty'

Indicate any requirements e.g. grand piano

On the second tab, please ensure you enter you enter your details consistently to avoid multiple user records being created.

Make your enquiry ✕

Venue details **Your details**

First name* Surname*

Email* Please use your CRSid address

Telephone number This box can be left blank

Mobile/Cell phone* 11 digit number required

Items marked (*) are compulsory.

Please note

- All bookings are governed by the Conditions of Use as set out in the [Faculty's Room Booking Policy](#).
- Same-day requests must be booked in person.
- We will respond to booking requests at the earliest opportunity.
- Confirmation of booking will be emailed to you.
- There may be additional factors we need to consider when allocating rooms. If a room cannot be offered at a similar time to that requested, we will let you know via email.
- Any bookings submitted more than two weeks in advance will be rejected without response.