Inner West Council – Public Booking Portal Cancelling a Booking

<u>Step 1</u>

Log on the online portal by clicking on the below link, and then clicking on 'Sign in'

https://bookings.innerwest.nsw.gov.au/Booking/Casual

IDDER WEST

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Search for venue, suburbs	Date 13 Apr 2021	Time Any	Q	FILTER	X CLEAR	Q Search
41 out of 41 Venue(s) found. Please note that prices are indicative. Final price will be co	infirmed once your application is submitted	and assessed.				Sort by ENUE

<u>Step 2</u>

Log on using your details

	SIGN IN
WELCOME	Sign in with Usernome
egister with us to submit your Booking	A Username *
Enquiryi	Password *
Beck to home	SIGN IN
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<u>Step 3</u>

From your profile menu select 'My Bookings'

Man	≡ AU\$33.80 ¥
	New Casual Hire
	My Profile
	My Bookings
	Change Password
-	Sign Out
1	

<u>Step 4</u>

In the booking click on the 'Manage' tab to access the details page of your booking

ing Date	<u> </u>				Y 5	earch	By Booking	g Re
WB860 Coost Big Party Created Of Apr 20	g Approval	EVENT DATE OB Apr 2021]3:30 PM - 4:00 PM	OUTSTANDING AU\$0.00	TOTAL AU\$33.80	INVOI	cis	MANAGE].
				Items per page: 5	*	1 - 1 0	f 1 - <	>

<u>Step 5</u>

Click on the 'Request Cancellation' tab in the top right of the booking

New Casual Hire				🧕 Man ≡	AU\$33.80
Upcoming Bookings > WB	860				
		ę	UPLOAD		

Then click 'Yes' if you would like to proceed

Cancel Bo Are you sure you	oking want to request cancellation of this booking?	YES NO
	Payment Information	

The system will then update the status to **'Pending Cancel'** and a bookings team officer will review your request and contact you to finalise the request

Please click "Update Booking" to save your booking changes.	
VB860 lig Party ommunity Halls and Venues 08 Apr 2021	⑦ Pending Cancel ■▲ TOTAL AU\$0.00
the 'Add Extras/ Questions' buttons appear below they can be clicked to add items to your booking such as AV Equipment and/or to specify the flo each venue). For all other changes to your booking contact us on (02) 9392 5000 or email bookingsteam@inr	oor layout for seating (items that can be selected vary for nerwest.nsw.gov.au