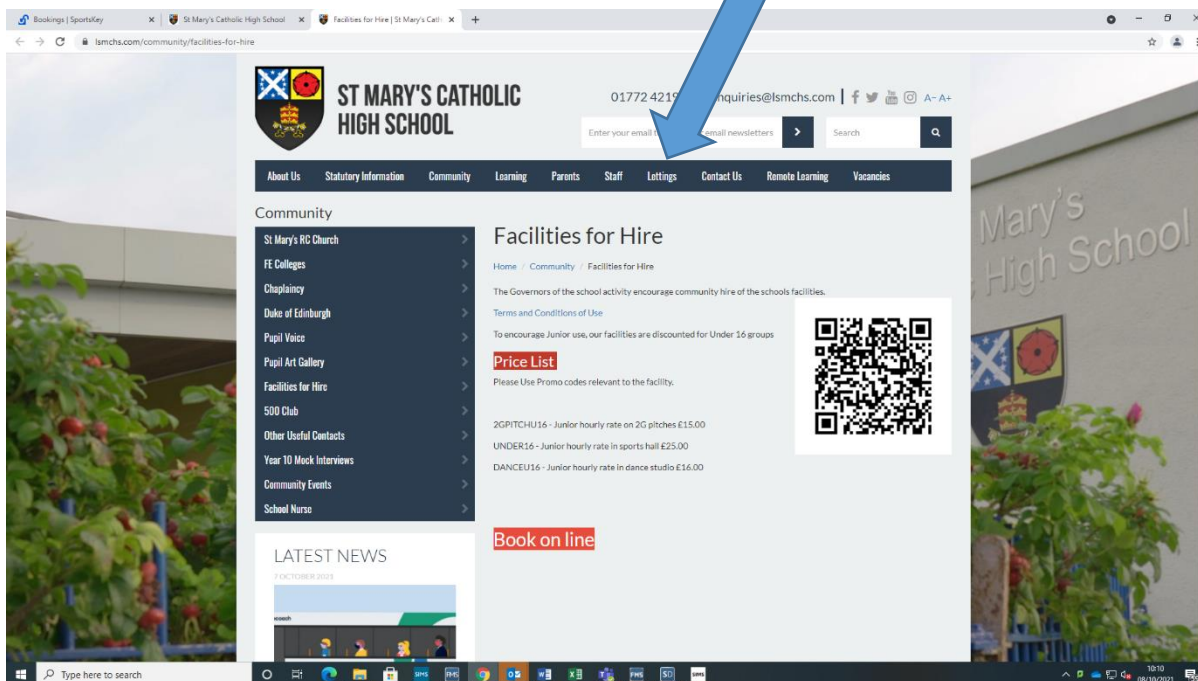




How to make a Lettings booking.

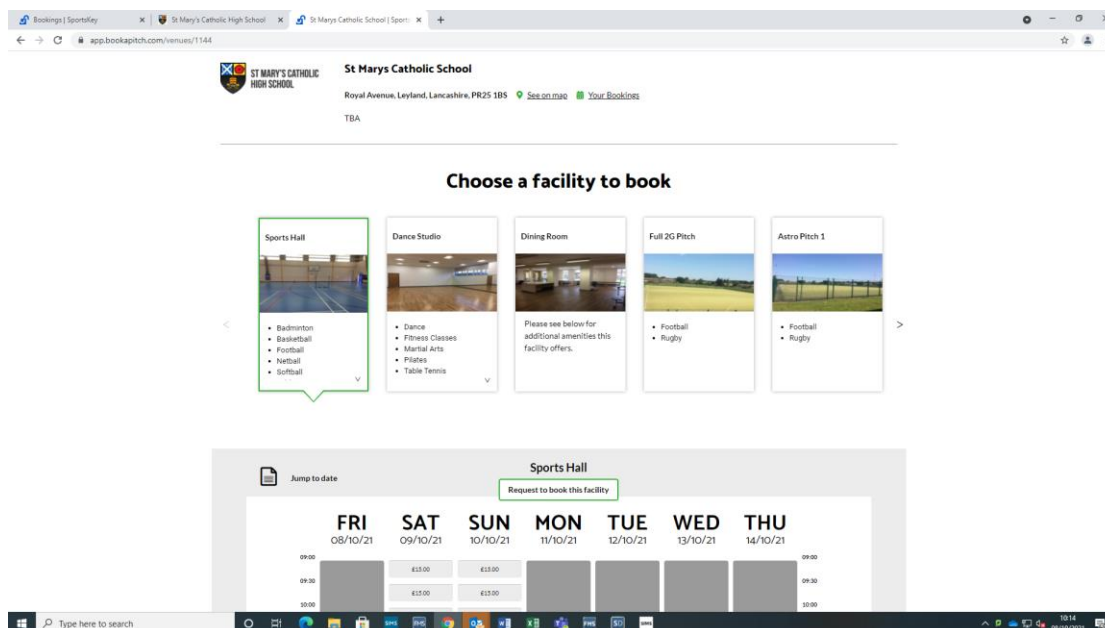
Visit our website at www.lsmchs.com.

1. Go to the Lettings tab on the top bar

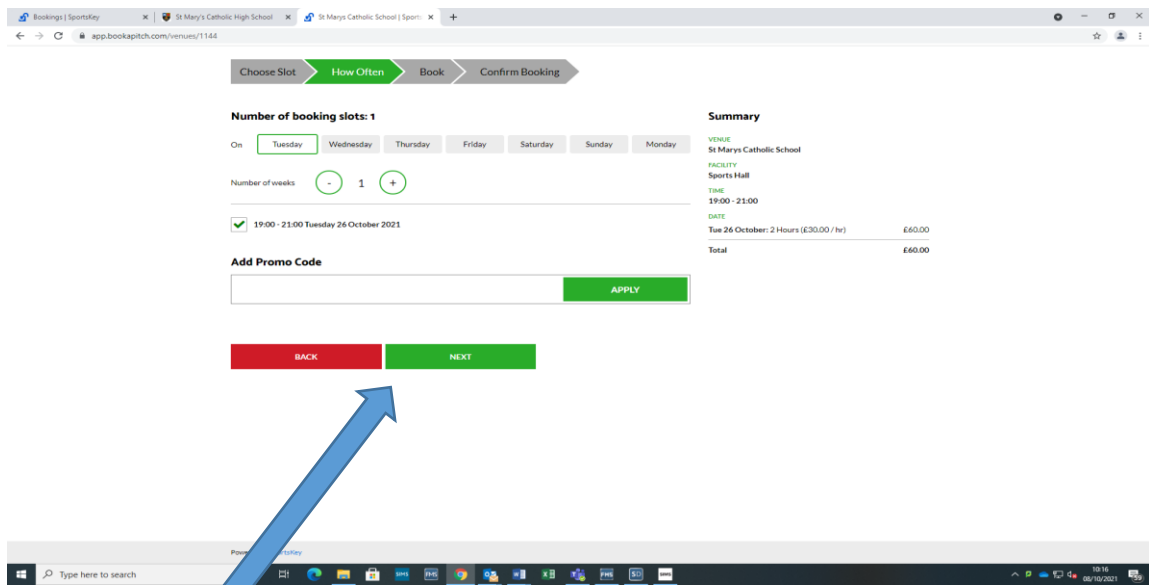
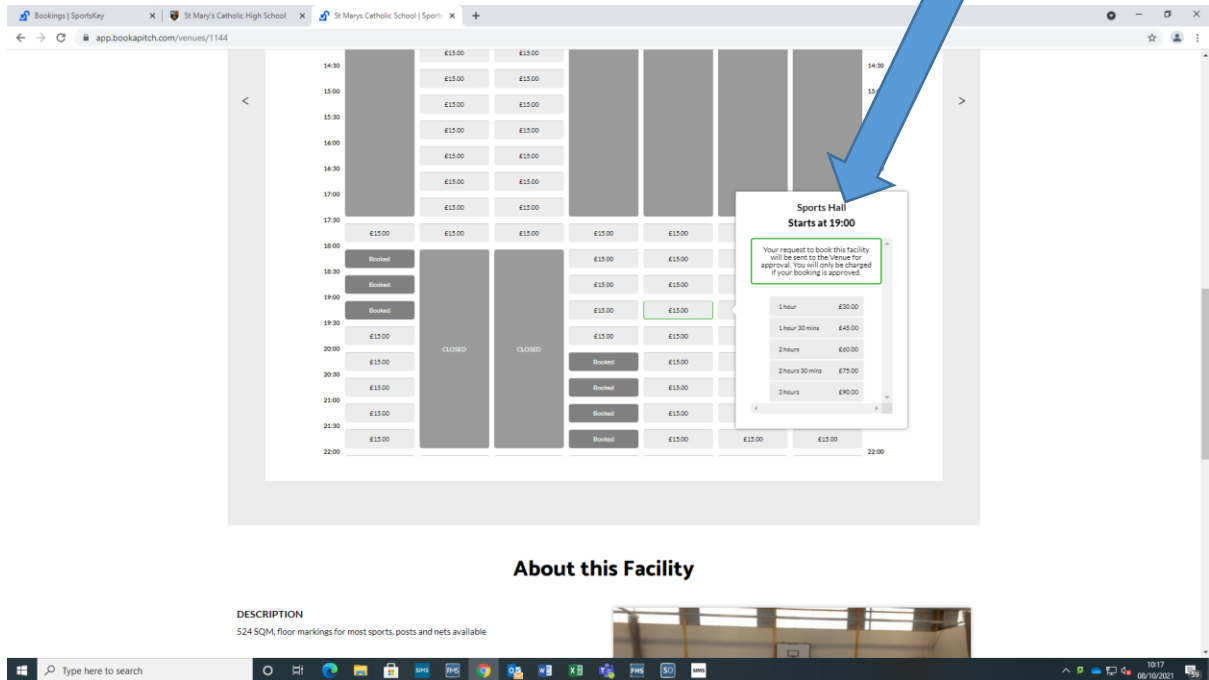


Click on **Book on line**

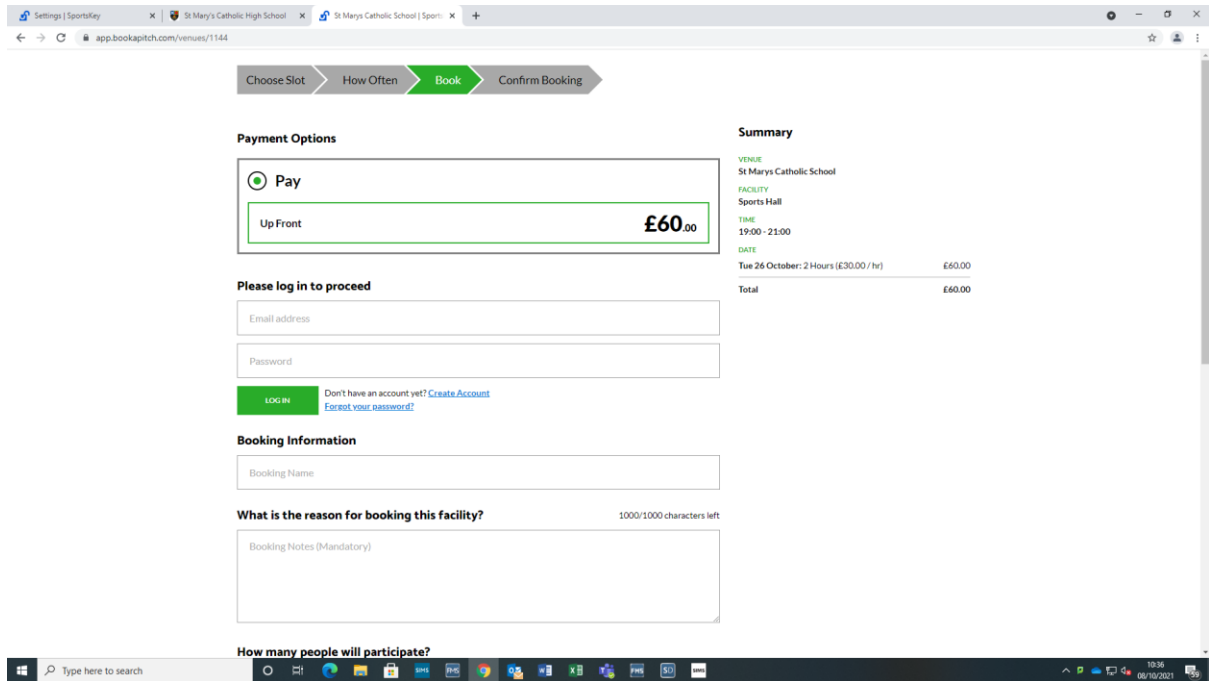
2. If you are junior club, take a note of the Promo Code
3. Choose the facility you wish to hire



4. Search for the date and time slot you require
5. Click the first available time you require and a pop up window will appear.
6. Complete the length of your letter



Click **NEXT**



7. Complete the payment method.

Payment is Pay as you Go and will come out of your account 48 hours prior to the letting unless you cancel the booking. (Refer to hire agreement)

8. Public Liability Insurance MUST be uploaded Once per Group.

9. Junior lettings MUST complete the Third Party Safeguarding check list.