

Adding additional price types

Last Modified on 03/02/2021 6:21 pm GMT

In addition to the Standard and Concessionary price types on a bookable space, you can create hourly rates via the Manage tab, to record multiple prices against a space for bookings.

To set this feature up, click into the **[Manage]** tab, and scroll down the **[Venue Management]** sub tab to the very bottom of the page.

Click **Add Price Type**, insert a Name and click **Save**. Please note; there is a limit of 25 characters for the name.

Price Types

Name		
Staff Rate	Edit	Delete
Charity Rate	Edit	Delete
Student Rate	Edit	Delete

[Add Price Type](#)

You can add as many different price types here as needed.

Then to use a new price type against a room, on the same page, click **Edit** on a **Bookable Space**, and you will notice all of your price types now appear. In order to get these to show on the Bookings Form, enter a price against the type needed and click **Save** at the bottom of the page.

Please note:

- You do not need to populate rates against rooms/spaces where they are not needed.
- You can use a Price Type against all of your Rooms/spaces, and have the ability to allocate a different rate for every room/space.

Edit Space - Sports Hall

Details

Space Name
Sports Hall

Notes
Equipment and line markings available for the following -
5-a-side football
badminton (x 4 courts)

Price

Standard hourly rate
£ 40.00

Concession hourly rate
£ 35.00

Staff Rate hourly rate
£

Charity Rate hourly rate
£ 20.00

Student Rate hourly rate
£

It will then show on the bookings and enquiry forms, in the price drop down only on the rooms/spaces it is set against.

New Booking

Booking Query

Select client: --- or [Add a new client](#)

Purchase order: Category: --- Checklist: ---

Spaces

Space:	Booking rate:	Net:	VAT:	Gross:
Sports Hall	Standard (£40.00)	£ 40.0	None	£ 40.0
	Standard (£40.00)			
	Concession (£35.00)			
	Charity Rate (£20.00)			
	Fixed cost			
	Custom			

Sundry Items

You can then edit the rate when needed as usual in the Manage tab by editing a Bookable Space. Please note the new rate will then only apply to future bookings, it will not affect bookings that have already been created. If you wish to remove this rate from a Bookable space you can do so in the same Edit page by deleting the value, and click **Save**.

Please note: once a Price Type has been used in a room, it cannot be deleted from the Manage tab.