

Review your venue's holiday and closure dates

Last Modified on 03/02/2021 7:07 pm GMT

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Review Your Holidays and Closure Dates

Hi Kim,

Looking ahead to 2019, now is the perfect time to review your venue's holidays and closure dates within BookingsPlus. Spending 5-10 minutes doing so now before you begin adding new bookings for this year will help reduce your administration time, eliminate issues with misplaced bookings while ensuring you accurately reflect the availability of your facilities for the coming year and beyond.

Holidays

Holidays represent periods when your venue remains open during school holidays but you are required to exclude bookings for clubs and events which run exclusively during the term time only. A children's sports club which takes a break during the Easter and Summer school holiday's provides a common example.

The utilisation of *Holidays* is particularly useful when creating recurring bookings within BookingsPlus as you can instruct the platform to automatically prevent certain entries being created within a specified holiday period.

When creating a new or editing an existing booking, checking the box 'Term time only' instructs BookingsPlus to cross reference your holiday dates and exclude individual bookings accordingly. It really is as simple as that!

Summer Holidays	24/07/2019	04/09/2019
Sports Hall	17/07/2019	
Sports Hall	11/09/2019	

This example represents a holiday date range defined within BookingsPlus and how it is used to skip dates during the summer holidays when creating a booking with the 'Term time only' option is selected.

Closures

Closures represent days when your entire venue is closed to the public. Ensuring your closures are correctly disclosed within BookingsPlus is particularly important as it automatically prevents the placement of bookings into those days and therefore avoids the headache of incorrect invoicing and unhappy hirers. Christmas Day and bank holidays are

common closure dates, with your venue likely to have many others.

Sports Hall	11/12/2019
Sports Hall	18/12/2019
Sports Hall 1. Grange Park School Demo is closed on 25/12/2019 (Christmas & New Year)	25/12/2019

This example represents what you will see when attempting to add a booking to a date marked as a closure

As an administrator you can personally add, edit and remove *Holiday* and *Closure* dates via the **[Manage]** section of BookingsPlus. You can learn how [here](#) and you can log into BookingsPlus [here](#).

LEARN HOW TO MANAGE YOUR HOLIDAY & CLOSURES

This email was originally sent to kimberley.state@kajima.co.uk

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