

HOW TO

BOOK A ROOM

THERE ARE 3 ROOMS FOR RENT IN RST CENTRE

SELECT MEETING ROOM

"Meeting Room" is the room name you wish to book. We have three Rooms

- Rathfeigh Room (Suitable for large groups)
- Skryne Room (Lounge)
- Tara Room (Meetings with up to 25 people)

SELECT BOOKING TIME

"Booking Time" selected will be a choice of 30 minutes to 3 Hours booking time in 30 Minute intervals

SELECT DAY & TIME REQUIRED

From the calendar select day required and start time required

PERSONAL INFORMATION

Fill in your information such as email, name etc.

ACCEPT OUR TERMS

Check the boxes to say you accept our terms of service and that you have read the privacy policy

MAKE PAYMENT BY PAYPAL

Optional

Pay by PayPal by logging into your PayPal account (If you do not have a PayPal account then choose to pay by card button.

PAY BY CREDIT/DEBIT CARD

- Select black button titled "Debit or Credit Card"
- Enter details on your card
- Change your country if you do not see your country flag (this is your cards billing address country)
- Click on blue button titled "Buy Now"

SELECTING YOUR COUNTRY

If your flag from your country is not visible then click on the down arrow to right of the flag and type "I" for Ireland and select "Ireland" in drop down menu. Irish flag should appear

YOU HAVE NOW BOOKED

Thats it! you have now booked a room within RST Community Centre. Please check your email where you can confirm or cancel your appointment

