

Help

Search availability: Home page/ Check availability

Select from and to dates and select venue from list.

Displays available/Booked/Blocked dates (Block option only for Government)

If you wish to book> click on date> booking page> enter all details> Proceed

You will receive OTP / Enter OTP and address.

Read terms and conditions- Tick check box

User can check booking details by clicking “Booking details”

Click Proceed for payment

Select mode of payment

Bank page – Enter details-

Submit

OTP from your bank- Enter OTP

On successful payment

Redirected to Acknowledgement page- (Booking Id and Payment reference number)

Booking

Select venue icon>

Booking form displayed

On top you will see “Check availability”

Below you will find Calendar

Page displays “**Terms and Conditions**” and “**Charges details**”

Fill details and click **Proceed** button

You will receive OTP / Enter OTP and address.

Read terms and conditions- Tick check box

User can check booking details by clicking “Booking details”

Click Proceed for payment

Select mode of payment

Bank page – Enter details-

Submit

OTP from your bank- Enter OTP

On successful payment

You will receive SMS with booking details and acknowledgement (Number which you entered in booking application)

Redirected to Acknowledgement page- (Booking Id and Payment reference number)

Printing Receipt

Home page> View bookings

Enter Booking reference number and mobile number (Number which you entered in booking application)

Submit

Receipt generated with print option

Contact details

Office address and contact numbers

AO(Parks) mobile number for event related information.

Technical support number for online booking issues.