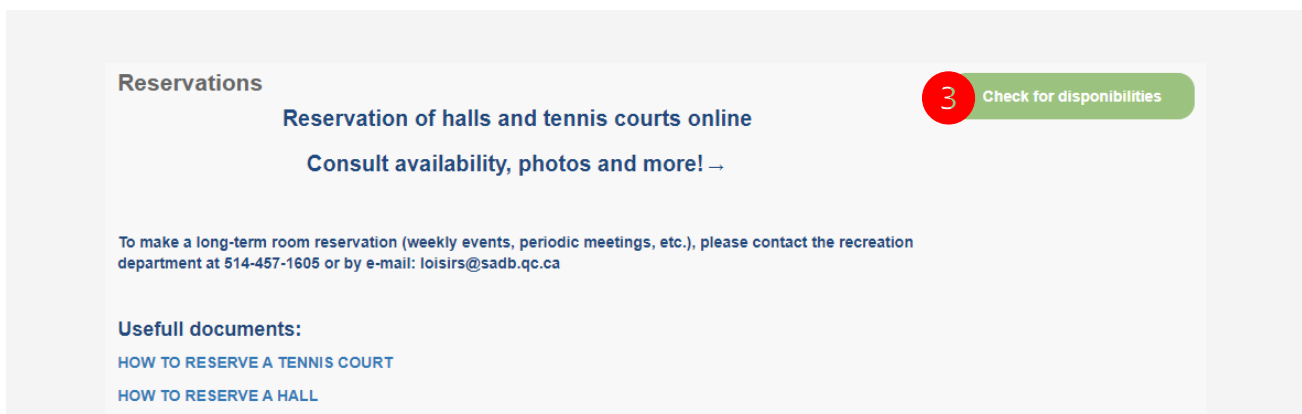
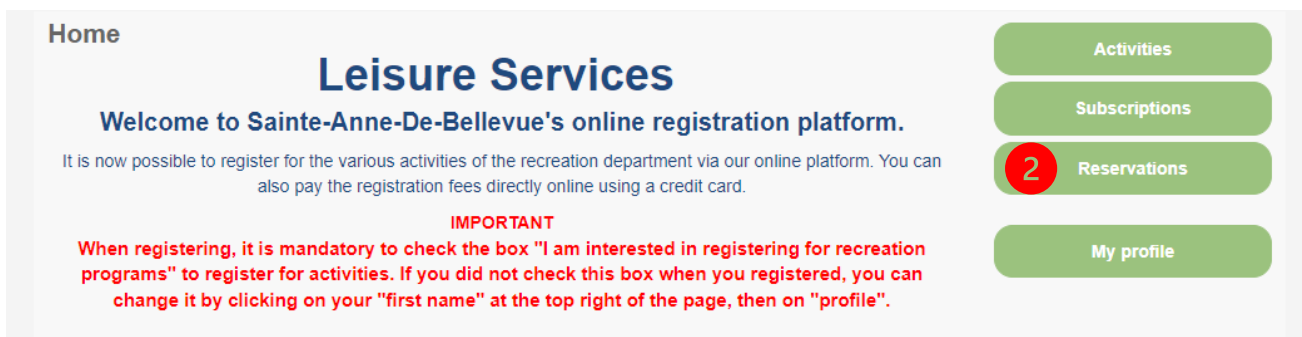


# HOW TO MAKE A ROOM RESERVATION REQUEST

Once you have created an account on the Voilà! portal, you must log in and follow the steps below.

To create an account, consult this document: [HOW TO CREATE AN ACCOUNT ON VOILÀ](#)

- 1 - Click on the *LEISURE ACTIVITIES* tab
- 2 - Click on the *Reservations* tab
- 3 - Click on the *Check for disponibilites* tab



- 1- Select the date for which you wish to make a reservation;
- 2- Select the time slot;
- 3- Use keywords to search;
- 4- Click on "View on the map" to locate the hall;
- 5- Click on "More details" to view pictures and useful information (see detail screen);
- 6- Select a maximum of three rooms and click on "show" to see the availability.

For which dates do you want to check availability?

Date : 2023-02-21 1

From : 08:00 2 to : 19:00

The reservation is for

Jane Doe

For which type of location do you wish to make a reservation?

Search by keywords hall 3 Search


You can only select that 3 resources among those below.

Name	Address	Capacity	Details
<input checked="" type="checkbox"/> La grande salle   Harpell Center	60 rue Saint-Pierre <a href="#">View on map</a> <span>4</span>	165	<a href="#">(more details)</a> <span>5</span>
<input checked="" type="checkbox"/> 2nd floor activity room - Harpell Center	60 rue Saint-Pierre <a href="#">View on map</a>	30	<a href="#">(more details)</a>
<input checked="" type="checkbox"/> Peter-Williamson chalet - Reception room Aumais	300 rue Cypihot <a href="#">View on map</a>	80	<a href="#">(more details)</a>

Show 6

The detail screen displays contact information, capacity, included equipment, description and several photos.

View a resource x



**La grande salle | Harpell Center**


60 rue Saint-Pierre [View on map](#)  
(514) 457-1605

**Organization :** Sainte-Anne-de-Bellevue  
**Minimal duration :** 60 minutes  
**Capacity :** 165

**Included equipment :**  
Mobilier inclus: 165 chaises / 30 tables rectangulaires / 12 tables rondes Mini cuisinette avec cuisinière régulière, réfrigérateur commercial à portes coulissantes, petit micro-ondes, cafetière et lave-vaisselle. Inclus : Vaisselle, ustensiles, verrerie et accessoires de cuisine. Équipements audiovisuels: Projecteurs, port HDMI, système de son avec cordon auxiliaire. Location de nappes et de housses de chaise disponible.

**Description :**  
Maximum capacity of 165 people seated and 250 people standing All reservations require approval from the Recreation Department. A 72 hour delay may be required. (dimensions: 38 feet by 63 feet, area: 2394 sq. ft., ceiling height: 15 feet)

5



Room availability:

- 1- Available for reservation
- 2- Shaded (means that the resource is not available because it is already reserved or not published for the time slots)

	Today <span style="font-size: small;">◀ ▶</span> February 21, 2023		
	La grande salle   Harpell Center	2nd floor activity room - Harpell Center	Peter-Williamson chalet - Reception room Aumais
	Tue 2/21	Tue 2/21	Tue 2/21
08:00	Available de 08:00 à 09:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b> <span style="color: red; font-weight: bold; font-size: 1.2em;">1</span>	Available de 08:00 à 09:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 08:00 à 09:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
09:00	Available de 09:00 à 10:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 09:00 à 10:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 09:00 à 10:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
10:00	Available de 10:00 à 11:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 10:00 à 11:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 10:00 à 11:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
11:00	Available de 11:00 à 12:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 11:00 à 12:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 11:00 à 12:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
12:00	Available de 12:00 à 13:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 12:00 à 13:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 12:00 à 13:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
13:00	Available de 13:00 à 14:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 13:00 à 14:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 13:00 à 14:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
14:00	Available de 14:00 à 15:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 14:00 à 15:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 14:00 à 15:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
15:00	Available de 15:00 à 16:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 15:00 à 16:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 15:00 à 16:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
16:00	Available de 16:00 à 17:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 16:00 à 17:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 16:00 à 17:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
17:00	<span style="color: red; font-weight: bold; font-size: 1.2em;">2</span>	Available de 17:00 à 18:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 17:00 à 18:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
18:00		Available de 18:00 à 19:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 18:00 à 19:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>

### Online reservation process.

To request a reservation, click on "Click here to reserve" on each desired time slot. The time slots will change color once selected. In this example, the citizen is making a room reservation from 3:00 pm to 7:00 pm. To complete the reservation, the citizen must click on "Confirm reservation" at the bottom of the screen. For the *Confirm reservation* button to be available, you must be logged into your account.

Minimum time required to book online: **5 days**

Maximum time required to book online: **80 days**

Minimum time to book online: **3 hours**

Maximum consecutive hours possible: **10 hours**

13:00	Available de 13:00 à 14:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 13:00 à 14:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
14:00	Available de 14:00 à 15:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 14:00 à 15:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
15:00	Available de 15:00 à 16:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 15:00 à 16:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
16:00	Available de 16:00 à 17:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>	Available de 16:00 à 17:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
17:00		Available de 17:00 à 18:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>
18:00		Available de 18:00 à 19:00 ( <a href="#">More details</a> ) <b>Click here to reserve</b>

**Confirm reservation** ←

### Contract:

Read the contract and make sure you have understood the terms and conditions of the reservation. Lastly, confirm the reservation.

25. The City reserves the right to ban any organization, group or individual who has, in the past, has misused the rented premises on a temporary or permanent basis.

26. The tenant acknowledges having read the contract and the room rental policy and agrees to respect them.

*The client admits having read and understood the preceding terms and conditions and accepts them.*

**Confirm Reservation** ←

- 1- Using the drop-down menu, select the rate that corresponds to the selected block of time;
- 2- Click on "update basket";

**Reservation**  
Your basket is empty.

**Requiring approval\***

Quantity	Item	Price	Amount
Cancel 1	2nd floor activity room - Harpell Center - mardi le 21 février, 15:00 à 19:00	06 Non Résident - Bloc de 4 heures : 247.00 \$	247.00 \$

*\*Your request is now pending approval. We shall communicate with you to finalize the reservation.*

**2**   **1**

- 3- The reservation requires approval from the administrator, the mention will appear on the screen and you will have to click on "Next" to go to the next screen;

**Requiring approval\***

Quantity	Item	Price	Amount
Cancel 1	2nd floor activity room - Harpell Center - mardi le 21 février, 15:00 à 19:00	06 Non Résident - Bloc de 4 heures : 170.00 \$	170.00 \$

*\*Your request is now pending approval. We shall communicate with you to finalize the reservation.*

**3**

- 4- Confirm

**Confirm the reservation**

**4**

The command has been processed successfully.  
Your request was made correctly and is now pending approval. We shall communicate with you soon to finalize the reservation.