Booking a room online

Select **Find & Book** from the **Bookings** drop-down menu
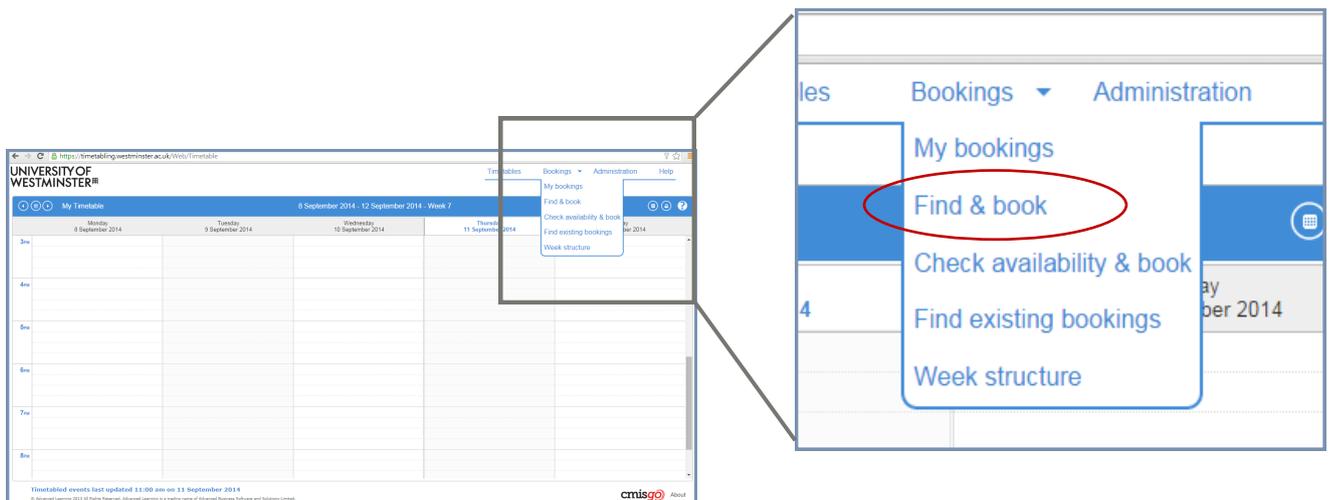
Choose a **Site** from the options provided (Cavendish, Marylebone or Regent)

Click **Next**

(Please note: leave all other fields blank)
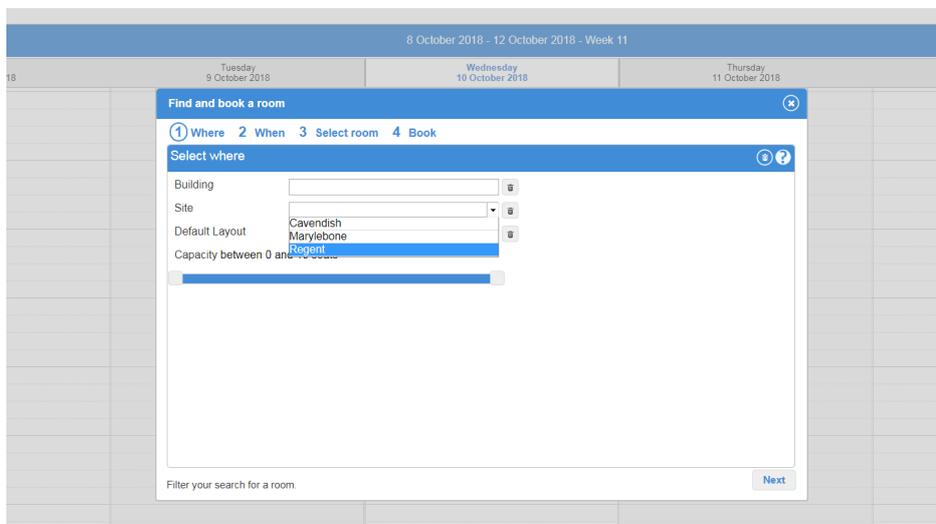
Enter a **time** for your booking

Select a **date** for your booking

Click **Next**

Select a **room** to book

Click **Next**

Enter your **name**

Click **Next**

Enter a **Booking reference**. This can simply be your name.

Enter **Booking notes** (enter 'none' if you have no notes)

Check all the details are correct and press **Book**

You will be sent a **confirmation email**, which serves as proof of your booking

Cancelling a booking

To cancel a booking, click on **My Bookings** from the **Bookings** drop-down menu

Select the tick-box of the booking you want to cancel and click on **Cancel bookings**