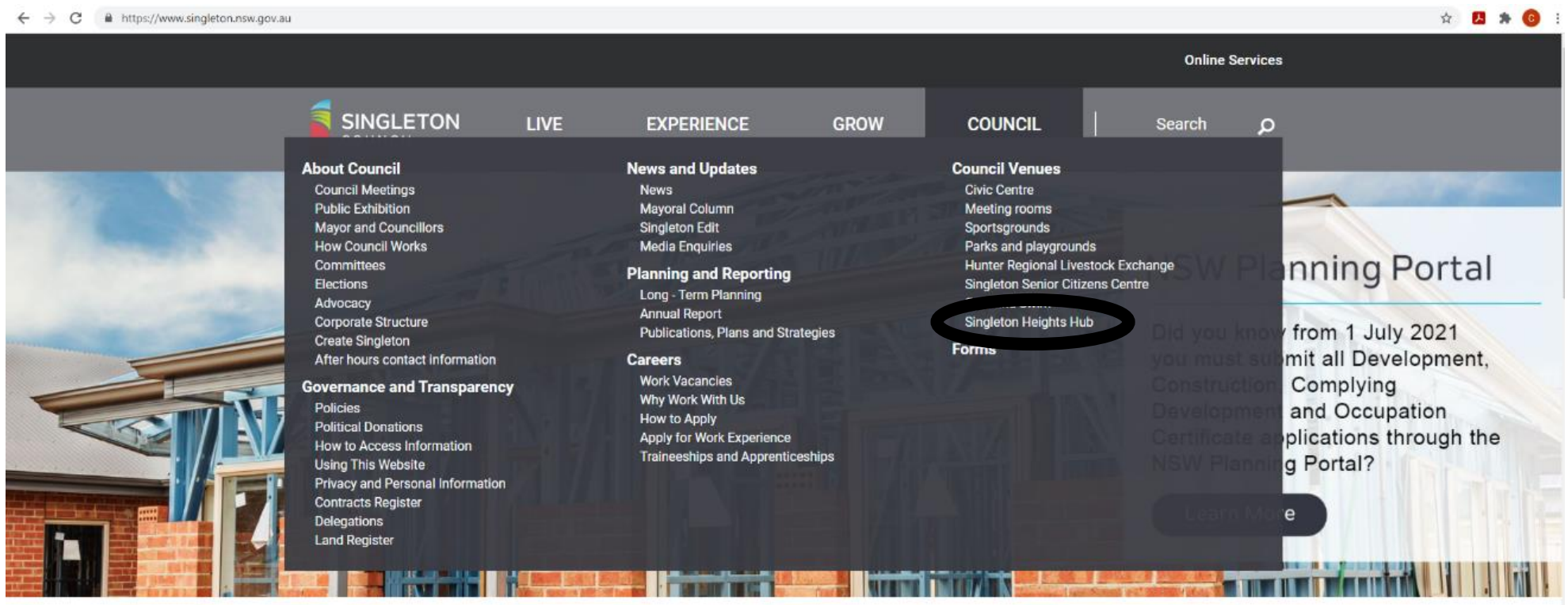


Singleton Heights Community Hub Booking Guide

Step 1: Go to <https://www.singleton.nsw.gov.au/>

Step 2: Hover over Council tab

Step 3: Click on Singleton Heights Hub



Step 4: Scroll down and click on MAKE A BOOKING

Civic Centre +

Meeting rooms

Sportsgrounds

Parks and playgrounds

Hunter Regional Livestock Exchange

Singleton Senior Citizens Centre

Gym and Swim

Singleton Heights Hub

Home > Council > Council Venues > Singleton Heights Hub

SINGLETON HEIGHTS HUB

The Hub is a single point of contact point to a range of community and recreation services and facilities in Singleton Heights.

BACKGROUND

Singleton is a community of 23,500 in the rural Hunter Valley, with 20 per cent of the population living in Singleton Heights. The Heights has a diverse population including younger people, an aged population, a range of incomes and housing. While Singleton CBD boasts a range of community services, Singleton Heights has been identified as lacking in community facilities. The Community Hub provided a single point of access to community services, providing information and referral to a range of community services which support our people including children, family, young people, and our elders. Located in the heart of Singleton Heights, the Hub is accessible by public transport and pedestrian from most areas within the Heights. For more information, click here.

LOCATION

The Community Hub is temporarily located within the Singleton Heights Sports Stadium and secure fenced area off the end of the Singleton Heights Sports Stadium and is accessible to the stadium via two doors and access driveway. The site is accessible to the public via pedestrian gate located on Blaxland Avenue and parking is available on Blaxland avenue or in the designated car park for the stadium.

FACILITIES

The Hub features two separate spaces which can be used for office space and for private consultation.

The office features two hot desks which can be booked by visiting outreach services.


The space has access to;

- WiFi
- Meeting Rooms
- Bathroom facilities






- Nicorette
- Secure Lockers
- Customer seating
- Outdoor area for activities
- Access to Stadium facilities for meetings and activities.

Services to the community include;

- Shop front for Community Services
- Community Information and Referral
- Visiting outreach services
- Allied Health & Medical services
- NDIS services
- Counselling services
- Community Engagement



Step 5: Select booking option

	<p>Consult Room 105 Blaxland Ave Singleton Heights, NSW 2330 <input checked="" type="checkbox"/> Carly Hughes 02 6578 7513</p>	<ul style="list-style-type: none">• Air Conditioning• Chairs• Client-friendly lounge <p>11 more...</p>	<p>Available for Reservations 6 max occupants</p>
	<p>Foyer Meeting Room 105 Blaxland Ave Singleton Heights, NSW 2330 <input checked="" type="checkbox"/> Carly Hughes 02 6578 7513</p>	<ul style="list-style-type: none">• Air Conditioning• Chairs• Data Projector <p>11 more...</p>	<p>Available for Reservations 30 max occupants</p>
	<p>Hot Desk 1 105 Blaxland Ave Singleton Heights, NSW 2330 <input checked="" type="checkbox"/> Carly Hughes 02 6578 7513</p>	<ul style="list-style-type: none">• Air Conditioning• Chairs• Data Projector <p>9 more...</p>	<p>Available for Reservations 1 max occupants</p>
	<p>Hot Desk 2 105 Blaxland Ave Singleton Heights, NSW 2330 <input checked="" type="checkbox"/> Carly Hughes 02 6578 7513</p>	<ul style="list-style-type: none">• Air Conditioning• Chairs• Data Projector <p>9 more...</p>	<p>Available for Reservations 1 max occupants</p>
	<p>Singleton Heights Hub 105 Blaxland Ave Singleton Heights, NSW 2330</p>		

Step 6: Click request reservation

Availability

[Request Reservation](#) [Subscribe to Calendar Updates](#)

today 23 May – 29 May, 2021 month week day

	Sun 23/5	Mon 24/5	Tue 25/5	Wed 26/5	Thu 27/5	Fri 28/5	Sat 29/5
8am	Closed						Closed
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

Step 7: Complete new reservation form

Availability

Request Reservation Subscribe to Calendar Updates

today 23 May – 29 May, 2021 month week day

	Sun 23/5	Mon 24/5	Tue 25/5	Wed 26/5	Thu 27/5	Fri 28/5	Sat 29/5
8am	Closed						Closed
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

New Reservation [X]

Reservation for *Consult Room*

Single Event Recurring Event

From

To

All Day

[Check Availability and Continue](#) [Cancel](#)

[▲ Back to top](#)

Step 8: Select create profile

Availability

The screenshot shows a web browser window displaying the Singleton Council's availability calendar. The calendar is for the week of May 23-29, 2021. The days shown are Sun 23/5, Mon 24/5, Fri 28/5, and Sat 29/5. The time slots range from 8am to 4pm. The calendar indicates that the facility is 'Closed' on Sun 23/5 and Sat 29/5. A popup window titled 'Singleton Council - Sign In - Google Chrome' is overlaid on the calendar. The popup contains the following elements:

- Buttons: 'Request Reservation' and 'Subscribe to Calendar Updates' at the top left.
- Calendar navigation: 'today', '23 May - 29 May, 2021', 'month', 'week', 'day'.
- Sign-in options: 'Sign In or Sign Up with...' with a 'Yahoo!' button.
- Form fields: 'Email or Username' and 'Password'.
- Links: 'Forgot Your Password?'.
- Checkbox: 'Keep Me Signed In'.
- Buttons: 'Sign In' and 'Create Profile' (circled in blue).

At the bottom of the browser window, there is a 'Back to top' link.

Step 9: Complete Create Profile Form

Home » My Account



Create Profile

Welcome! To begin, please complete the registration form below.

First Name*

Last Name*

Email*

Display Name

Use this field if you do not want your real name displayed.

Make my profile private

Yes

Password

Confirm Password

About Me

You have 500 characters left.

Photo

Choose your profile photo:

No file chosen

Step 10: Read Terms & Conditions

Step 11: Select Create Profile

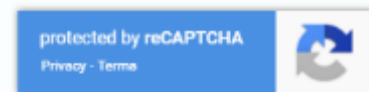
but not limited to, the warranties of merchantability, title, non-infringement of third parties' rights, and fitness for particular purpose. This site makes no warranties about the accuracy, reliability, completeness, or timeliness of the sites. Without limitation on the foregoing:

1. This site does not warrant that the sites will operate error-free or that the sites and their servers are free of computer viruses or other harmful mechanisms. If your use of the sites results directly or indirectly in the need for servicing or replacing equipment or data, this site is not responsible for those costs.
2. This site makes no representations or guarantees regarding the truthfulness, accuracy, legality, completeness, timeliness or reliability of any documents posted by users, or of any other form of communication engaged in by users. Documents may contain inaccuracies or typographical errors. You agree that any reliance on documents posted by users, or on any other form of communication with users, will be at your own risk.
3. This site makes no representations or guarantees regarding the content of the sites, including, but not limited to, broken links, inaccuracies or typographical errors.
4. This site makes no representations or guarantees regarding the effectiveness of the services or timeliness of the services in meeting your employment objectives. This site does not guarantee that the services will result in candidates being hired, positions being filled or employees being retained, and is not responsible or liable for any business, employment, hiring and/or salary decisions, for whatever reason made, made by you.

User Authentication:

Because user authentication on the internet is difficult, this site cannot and does not confirm that each User is who they claim to be. Because this site does not and cannot be involved in User-to-User dealings or control the behavior of participants on the Sites, in the event that you have a dispute with one or more Users, you release this site from claims, demands and damages (actual and consequential and direct and indirect) of every kind and nature, known and unknown, suspected and unsuspected, disclosed and undisclosed, arising out of or in any way connected with such disputes.

I agree to the policies, terms and conditions *



Create Profile [cancel](#)

Step 12: Enter new reservation details

Event Name*

Event Details

Enter the event details here

Event Date*

All Day

 Yes

First Name*

Last Name*

Email Address*

Phone Number*

List this event as private on the facility calendar

 Yes

Organisation name

Position in organisation

Service being provided

Public Liability Insurance (minimum \$20million)

 No file chosen

Please upload your public liability insurance information here

COVID-safe plan

 No file chosen

Please upload your COVID-safe plan here

Do you have any specific requests for your booking?

Step 13: Await confirmation of booking.

Home > Facilities



Facilities

[Feature Overview](#)

Thanks for reserving. Share the facility with your friends.



Reservation Form Submission

Your Form Has Been Submitted Successfully

Thank you for your reservation. Your request will be processed shortly and you will receive an email letting you know whether or not your reservation is approved. A copy of your submitted form will be sent to the email address specified. Please contact us if you have any questions, concerns, or need to make changes to your reservation.

[View Submission](#)

[Add to Calendar](#)

[Done](#)

[▲ Back to top](#)