

Ō Tātou Wāhi Our Spaces

Casual hire booking guide

Birthday Party

Birthday Party

Kathy is planning a birthday party for her six-year-old son, Henry.

Follow along as she finds and books the perfect space using **Ō Tātou Wāhi Our Spaces** – the easy way to discover and reserve venues across Ōtautahi Christchurch.



Getting started



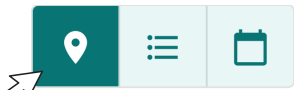
Sign in

Kathy sees the **Sign in** option at the top of the page. She doesn't have an account yet – and that's okay when making a casual, private booking. The option to **Checkout as guest** will appear later, during the booking process.



If you're a not-for-profit community group or are planning multiple bookings, creating a **My Christchurch** account is a great idea. You can apply for our not-for-profit concession rates, view your booking history, request changes online and save your details for next time.

Choose your search style and filters



Kathy switches from the **List** view to the **Map** view because she wants to see where venues are located across the city.

1

Search for Venues, Facilities, Suburbs...

2

Activity

3

Date

06 Dec 2025

4

Time

1:00 PM-4:00 PM

5

Filter

- 1

Kathy doesn't have a specific key word in mind, so she leaves the **search bar** blank.
- 2

Kathy scrolls the list of **activity types** for ideas and selects: *Park – private event (not wedding)*
- 3

Kathy chooses a **date** on the week of Henry's birthday...
- 4

...and enters her preferred **time**.
- 5

With so many great spaces available, Kathy then uses some of the **filter** options to narrow her search.
- 6

Kathy then clicks **Search!**

Filter

Attendees

15

Facility Type

Garden Park



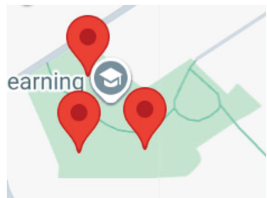
Once you've chosen an **activity type**, it's locked in. Follow the instructions on the yellow pop-up if you want to change it, for example to 'Pool party'.

Venues are filtered for the event **Park - Private event (not wedding)**. To clear the Event filter, please navigate back to the cart and select the option **New Casual Hire**.



New casual hire

Time to explore



18 results pop up around the city, and Kathy zooms in on the map to a place in her neighbourhood called Risingholme Park. There are three venue spaces available at the park – the one titled 'Playground Lawn' catches Kathy's eye. It costs \$90 to hire and has a playground, sports field with goal posts, picnic table, toilet and drinking fountain...

...It's the perfect space for Henry's birthday party!

Book it in!

Book now

Kathy asks Henry if he'd like to play soccer and outdoor games at his party.

He grins and says, "Yes!" — so Kathy clicks **Book now** to secure the space.

All of Kathy's booking details come up on the screen, and she now has the option to:

Book

or

Book and add more

There are two other garden spaces at the park Kathy could add to her booking, but she doesn't need them, so she just clicks **Book**.



Some venues have spaces like kitchen facilities or a hall available to hire separately within the same booking if you need them. Just click **Book and add more** to see what's available. This is only possible within the same venue – for a different venue, create an additional booking.

After booking, a short **Questionnaire** pops up. It lets her know that large events require a permit from the Council and some other things require approval. But Kathy's event is small and low-key, so she is able to continue.

Final steps

Kathy reads the **conditions of hire**, ticks the box and **checks out as a guest**. Next, she fills in her name, email address and phone number details.

For her chosen venue, Kathy can enter her payment details and confirm the booking. Some other venues would require her to **Submit a booking enquiry** for Council staff to review first.



Some venues have resources that you may like to include in your booking, such as chairs and tables, microphones and sports equipment. To explore what resources are available, and their cost, click the **Add extra** button. Not all venues have this button.

Once Kathy has completed her booking, the screen displays a confirmation of her booking and her booking reference number. She also receives a confirmation email.



If you don't receive a confirmation email, check your spam or junk folder.

Risingholme Park - Playground Lawn	\$90.00
06 Dec 2025	

Total	\$90.00
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☒ By proceeding, I confirm that I am 18 years or older and I agree to the [Christchurch City Council conditions of hire](#).

Sign in & Pay

Checkout as guest

Don't have account? [Sign up](#)

Now that Kathy has sorted the perfect space,
it's time to figure out the perfect cake...

“Henry!”

