

Ō Tātou Wāhi Our Spaces

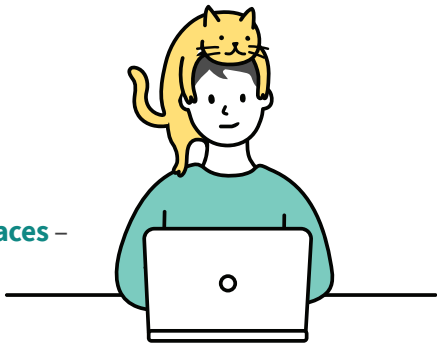
Casual hire booking guide

Basketball court hire

Basketball court hire

Jeremy is planning a basketball game session for his not-for-profit organisation, Active Wellness, which meets weekly on Tuesday evenings.

Follow along as he 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

Jeremy starts by clicking the **Sign in** button.

He doesn't have a My Christchurch account yet, so he clicks **New User? Register Now** to set one up. He has the option to register **As an Individual** or **As an Organisation**. Jeremy registers Active Wellness as an organisation, and later in the booking process he can upload documentation to support his organisation's eligibility for concession rates. Registering is also a good idea for anyone planning to make multiple bookings, as it allows you to view your booking history, request changes online and save your details for next time.



If you're in a hurry, you don't need to create a My Christchurch account – simply **Checkout as guest** at the end.

Choose your filters and search style

1

Search for Venues, Facilities, Suburbs R...
Court

i

2

Activity

3

Date

25 Nov 2025

Calendar icon

4

Time

7:00 PM-8:30 PM

Clock icon

5

Filter

- 1 Jeremy would like to book court space, so he enters 'Court' into the **search bar**.
- 2 Jeremy explores the list of **activity types** and selects: *Basketball*
- 3 He chooses a **date** in November...
- 4 ...and enters the **time** for his sessions.
- 5 The two extra **filters** allow Jeremy to select:
- 6 Jeremy then clicks **Search!**

Filter

Attendees
20

Facility Type
Court

Only one result shows up, with partial availability. Jeremy checks it out but there's no availability in the evening. So Jeremy edits the **Date** filter to early December and switches to **Calendar** view to see when and where he can book his preferred Tuesday timeslot.

Date

2 Dec 2025

Calendar icon

Map

List

Calendar

He can then switch his view from **Day** to **Week** or **Month**.

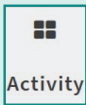
Day

Week

Month



Once you've chosen an **Activity** it's locked in. Follow the instructions on the yellow pop-up if you want to change it.



Venues are filtered for the event **Basketball**. To clear the Event filter, please [navigate back to the cart](#) and select the option **New Casual Hire**.



New casual hire

Time to explore

Three results pop up, and Jeremy looks at the chart to see when each venue has availability. He selects Graham Condon Recreation and Sport Centre on Tuesday 2 December, because there is partial availability in the evening.

A pop-up requires Jeremy to select from the court options, including Full court and Half court, then either for Adult or Child rates. Then available timeslots show up. Jeremy selects Adult and checks out all the court options – only a half court is available at Jeremy's preferred time. With 20 people in his group, Jeremy needs a full court.



Book well in advance for the best chance to get your first choice of venue, date and time.

Jeremy then selects Pioneer Recreation and Sport Centre and is able to get a full court from 7pm to 8:30pm. He clicks **Book!**

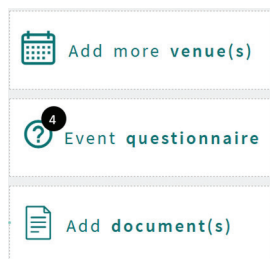
Book

or

Book and add more



Book it in!



Jeremy has to enter an **Event name**, so he calls it 'Basketball Active Wellness Session'.

He also sees there is the option to **Add more venue(s)**, but he doesn't need another space for this event.

An **Event questionnaire** has four questions for Jeremy to complete.

An **Add documents** option is where Jeremy can upload his not-for-profit documentation, so he can qualify for a discount rate.

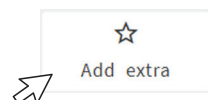


Some venues have spaces like kitchen facilities or a hall available to hire separately within the same booking if you need them. Just click **Book and add more** to see what's available. This is only possible within the same venue – for a different venue, create an additional booking.



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.

Jeremy selects **Add extra** and adds two basketballs to his booking for a small fee.



Final steps



Jeremy reads the conditions of hire, ticks the box and clicks the **Confirm & Pay** button.

Some other venues would require him to **Submit a booking enquiry** for Council staff to review first.

Once Jeremy has confirmed and paid for his booking, the screen displays a booking confirmation and booking reference number. He also receives a confirmation email.



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

**Now that Jeremy has sorted the perfect space,
it's time to brush up on his ball skills...**

