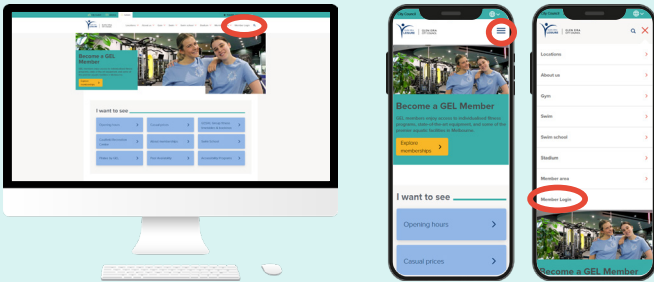


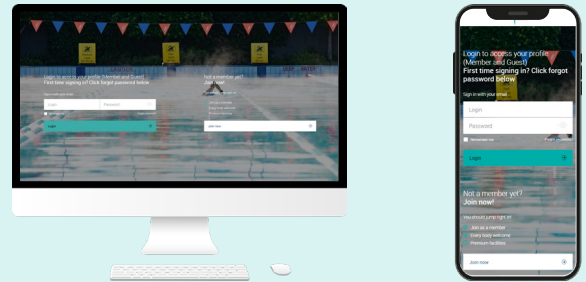
# HOW TO BOOK BIRTHDAY PARTIES AT GESAC

## STEP 1



Access the member portal via our website, or visit <https://geleisure.perfectgym.com.au/clientportal2/#/Login>.

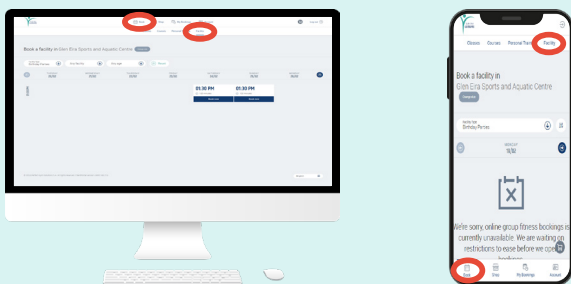
## STEP 2



Members, log in to your member account.

Non-members, [create a free guest account](#) to log in to the member portal.

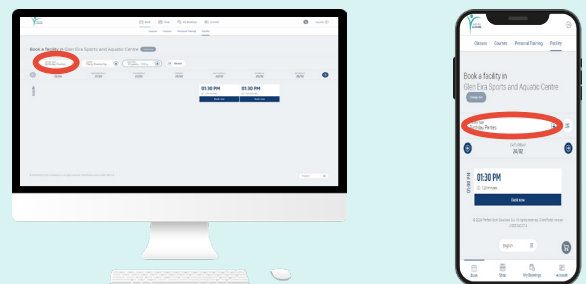
## STEP 3



Click 'Book' in the main menu (across the top of the page on computer, across the bottom of the screen on mobile).

Then, click 'Facility' in the secondary menu (underneath the main menu on computer, across the top of the screen on mobile).

## STEP 4

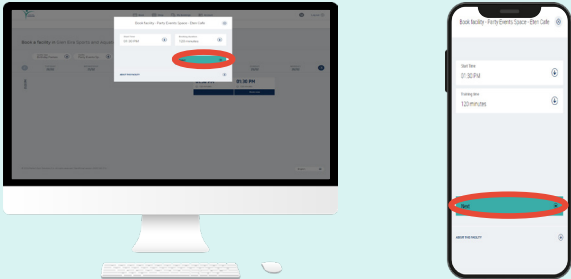


The Party Space Hire calendar should appear as default. If it does not, adjust the 'Facility Type' filter to 'Party Space Hire'.

Navigate the calendar to find your chosen event date and click 'Book Now'.

# HOW TO BOOK BIRTHDAY PARTIES AT GESAC

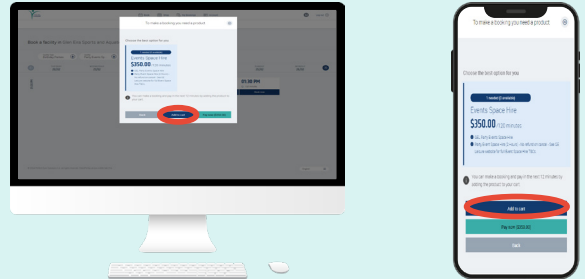
## STEP 5



All Party Event Space bookings start at 1.30pm and last 120 minutes (2 hours).

Click 'Next'.

## STEP 6

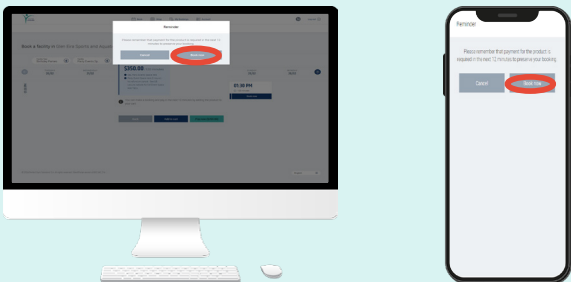


Click 'Add to cart'.

### ⚠ IMPORTANT NOTE:

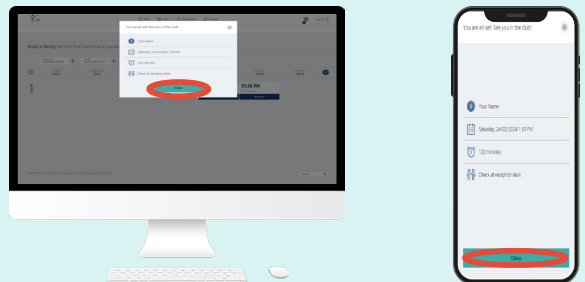
Please do **not** click 'Pay Now (\$350.00)'. If you click 'Pay Now (\$350.00)', a debt of \$350 will be added to your account and you will have to contact our admin team to have it removed.

## STEP 7



Click 'Book Now' to add the booking to your cart.

## STEP 8



Click 'Close' on the "You are all set!" notification.

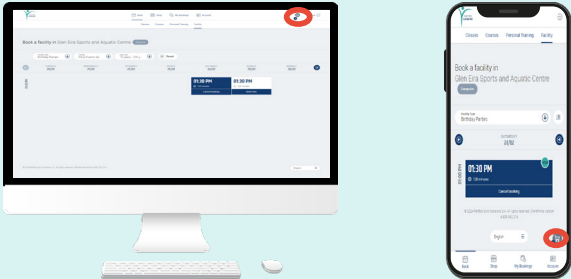
### ⚠ IMPORTANT NOTE:

**Your booking is not yet confirmed.** Disregard the "You are all set! See you in the club!" message.

A hold has been placed on your booking for 12 minutes, and **you must complete the payment process to secure the booking.**

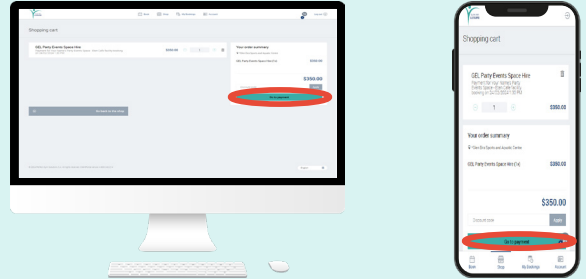
# HOW TO BOOK BIRTHDAY PARTIES AT GESAC

## STEP 9



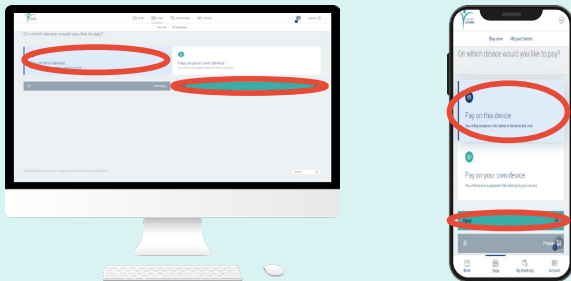
Click on the trolley icon to proceed to your cart.

## STEP 10



Click 'Go to payment'.

## STEP 11



Select 'Pay on this device'.

Click 'Next'.

You will be directed to the Payrix secure payment gateway where you can finalise payment and secure your booking.

Once payment is received, you will receive a confirmation email with the details of your booking, along with the booking terms and conditions. You can also [view booking terms and conditions](#) on our website.