

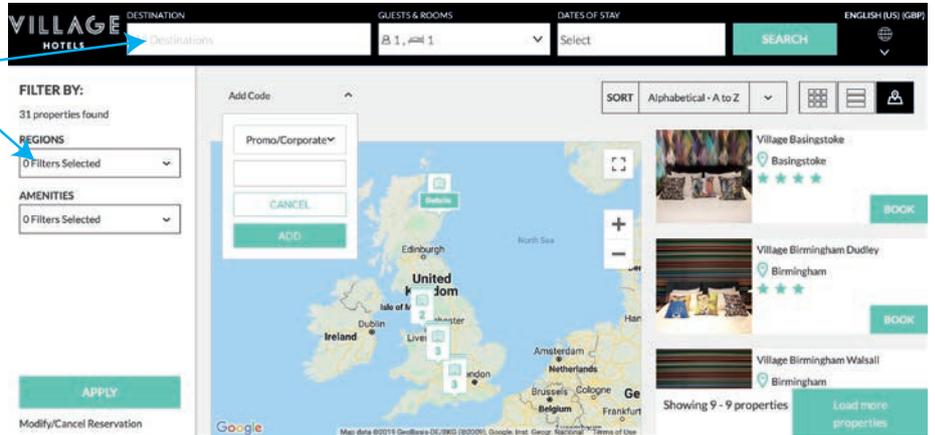
VILLAGE DIRECT - USER GUIDE

Making a new booking

1. Where do you want to stay?

Refine your search by region, postcode, city, or location in the destination box.

Village Tip: the destination box is Google enabled - it will search for 'Your Location'



2. How many guests are staying in the room? We have defaulted Guest Rooms to 1 for your convenience.

3. Enter your unique 5 letter Rate Access Code here.

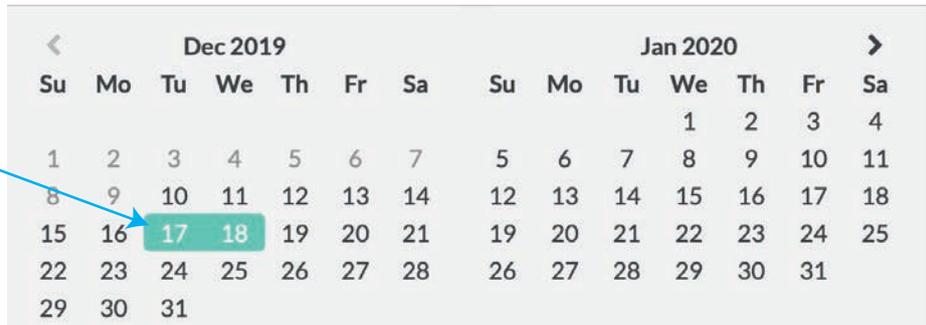
If you don't know your Rate Access Code, or you would like to register for one, please complete [this form](#) and we will be in touch.

Promo/Corporate

CANCEL

ADD

4. Select arrival date and departure dates.

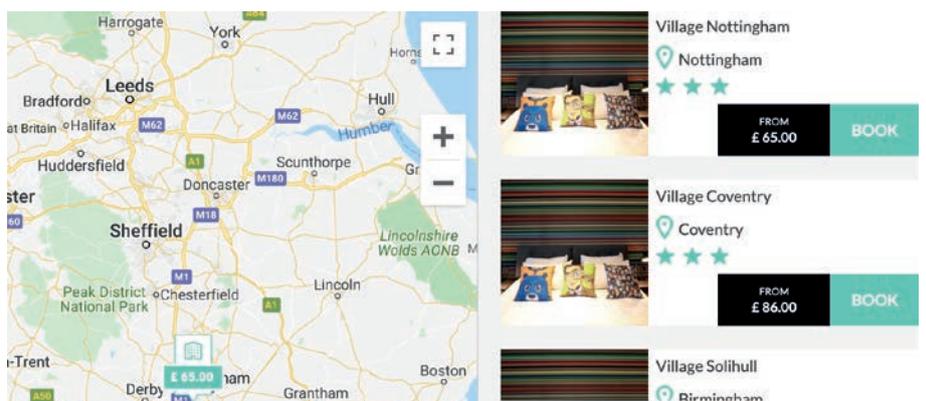


5. Click Search.



6. Review the results.

Village Tip: Move the cursor over the map to view more details about the hotel.



7. Select which hotel you wish to book by clicking on the hotel, or selecting BOOK to review the best available rates

Your agreed corporate rate plan will return first followed by the best available rates of the day.

Village Tip: Please click on Details to review the rate plan details. Some of our Saver rates will require pre-payment at the time of booking.

Upgrade to Club, or choose enhancements for your booking.

Double Room
2 People 1 Double Bed 23 m² / 248 ft²

Each room is contemporary in design and extremely comfortable featuring a super-comfy Sealy bed, ultra modern en-suite bathroom with large walk-in rain shower, flat screen TV, tea and coffee facilities and free Wi-Fi. Access...

[View Room Details And Enhancements](#)

- Saver Rate inc Room Only Details £65.00
- Saver Rate inc Breakfast Details £72.50
- Saver Rate inc Dinner Details £83.00
- Saver Rate inc Breakfast and Dinner Details £90.50

[View All Rates](#)

£ 65.00 **BOOK**

Club Room

Each room is contemporary in design and extremely comfortable featuring super-comfy Sealy Posturepedic double bed, ultra modern en-suite bathroom with large walk-in rain shower, free access to Health & Fitness Club, free access to Vworks Business Club (where applicable) free Wi-Fi, large flat screen TV with full Sky HD Package including sports and movies.

ROOM DETAILS
2 People 1 Double Bed 23 m² / 248 ft²

ROOM AMENITIES
Complimentary Internet Access, Hairdryer in Room, Iron, Ironing Board, Shower, TV

Enhance Your Stay OR **SKIP & CHECKOUT**

- Pre-Paid VWorks Access**
From £ 10.00 Per Room Per Night
Why not add access to our Vworks Business Club, the perfect...
[ADD ENHANCEMENT](#)
- Pre-Paid Breakfast @ 25% Off**
From £ 7.50 Per Person Per Night
Full cooked breakfast, assortment of pastries, juices and co...
[ADD ENHANCEMENT](#)
- Pre-Paid Dinner @ 25% off**
From £ 18.00 Per Person Per Night
Enjoy a starter and main course or a main course and a puddl...
[ADD ENHANCEMENT](#)
- Pre-Paid Gym Access**
From £ 5.00 Per Room Per Night
Why not add on entry to access Village Gym, sauna, steam, sa...
[ADD ENHANCEMENT](#)

[VIEW MORE ENHANCEMENTS](#)

8. Complete the Reservation details with Guest Information adding any special requests/comments in (ie. If you have a bill back account with Village – Please specify here before ending the authorisation email to the hotel directly to approve prior to check-in).

Village Tip: The email address entered with First Name and Last Name is where the confirmation will be sent - This can be different to the guest if you are booking on behalf of someone else.]

Your Reservation

Saver Rate inc: Room Only
Double Room - 1 room
1 night 1 adult
Tue, Dec 17, 2019
Subtotal £ 65.00
Total £ 65.00

Special Requests:
Note: These are not guaranteed.
Arrival Time:
Additional Comments:

Guest Information
Bees here before! Click here

First Name
Last Name
Email Address

Payment Guarantee Method

American Express VISA Mastercard

Name on Card
Card Number
MM/YY

Notify me about special offers.
 I have read and agree to the [Terms & Conditions](#) and [Privacy Policy](#)

BOOK NOW

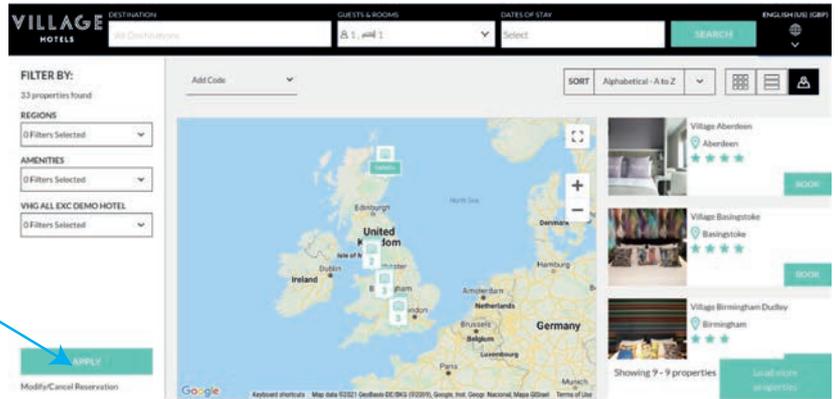
9. Confirm your reservation by entering the required guarantee/payment method and reviewing the Terms & Conditions before clicking BOOK NOW.

BOOK NOW

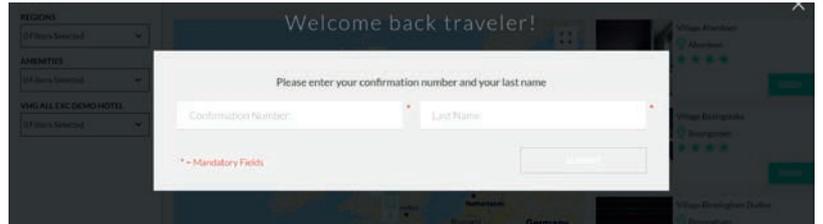
Modify or Cancel a booking

Need to amend your reservation?

Click on Modify/Cancel Reservation at the bottom of the search page.

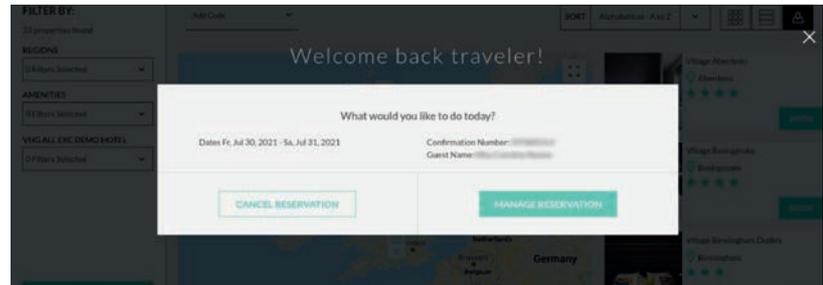


Enter your 9 digit booking modification number, guest last name and click continue.



If you want to cancel your booking click Cancel Reservation and follow the steps.

If you want to modify your booking click Manage Reservation and follow the steps, more information is detailed below.

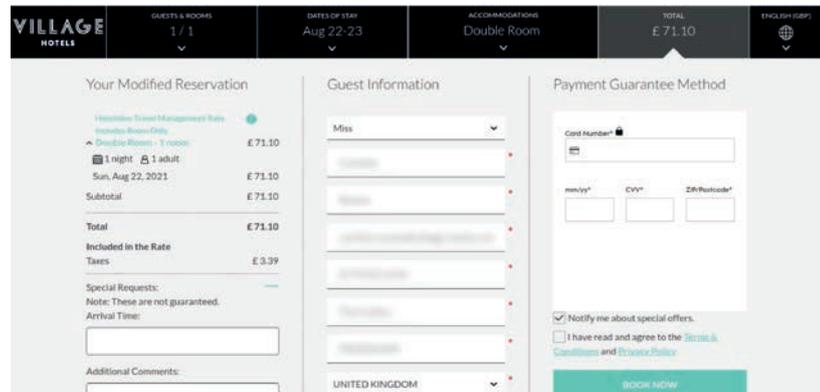


Your existing booking details will be displayed.

To update or change the guest name in the room simply overtype the guest information fields.

To change the number of guests or rooms, click here and follow the instructions.

To change the dates of stay, click here and follow the instructions.



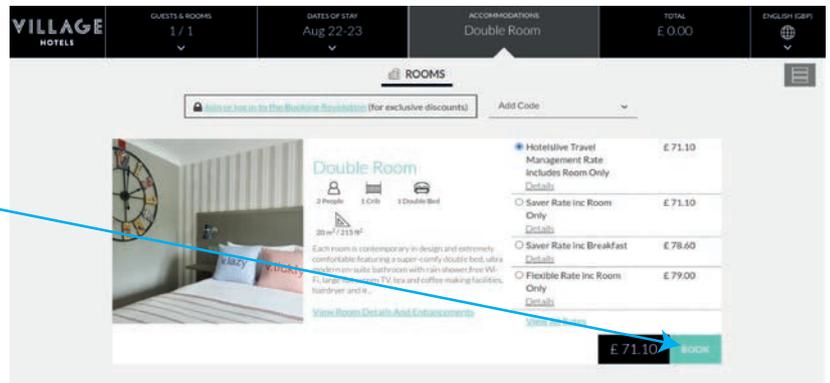
N.B. If you choose to change the dates you do not need to enter your access code again.

Select your new booking dates and click Update Dates of Stay.



If your negotiated rate is available you will see it on the room and rate selection step. If your negotiated rate is not available you will see the best available rates.

Select a room and rate and click Book.



Once you have made the changes required, you will need to enter your card information and click Book Now.

