

## Circular

**Title:** Booking Process - Indoor Rowing Room and North Reserve  
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**To:** All Clubs/ Schools  
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Due to unforeseen circumstances, our current booking process for both the indoor booking room and the North Reserve are changing.

Effective immediately, the booking links have changed on the website.

### Indoor Rowing Room

A new form has been activated; this will be a reservation request. **This is a booking request – not a confirmed booking.**

Once availability is confirmed, a calendar invite will be sent along with the payment form. The process for collecting the key remains unchanged. This must be organised the day before the booking, from the office or via [admin@rowingsa.asn.au](mailto:admin@rowingsa.asn.au).

### Indoor Rowing Room Booking Form

### North Reserve

Rowing SA is fortunate to have access to space to store trailers during the Rowing season. We have 5 bays that can be booked for a specified time and time frame, with a limit of 48 hours.

The booking process is via electronic form. This is a booking request. A calendar invite will be sent, to confirm the booking.

Key collection must be organised prior to the booking via [admin@rowingsa.asn.au](mailto:admin@rowingsa.asn.au)

Please note: Rowing SA does not offer security during your booking. All trailers are left at your own risk.

### North Reserve Booking Form

**If there are any questions or concerns, please do not hesitate to contact Christine Newberry**

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