Booking confirmation text

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| Hello [INSERT NAME],  Thank you for choosing Somerset Public Library for your upcoming event!  Your booking is automatically confirmed, and our library staff will review the details of your event to ensure eligibility.  If you have any questions or need further assistance reach out to our team at (715) 247-5228 or [somersetpl@somersetlibrary.org](mailto:somersetpl@somersetlibrary.org).  **Booking Details:**  **Venue:** RCU Community Room **Date:** April 7, 2025 **Start Time:** 1:00 PM **End Time:** 2:30 PM **Number of Participants:** 2 **Booking Notes:**  **Booking ID:** ce8a63d  **To Cancel or Modify a Booking:** Enter your Booking ID and make changes to your booking at this link: [https://somersetlibrary.org/meeting-room-bookings/rcu-community-room](https://somersetlibrary.org/meeting-room-bookings/rcu-community-room?booking_id=ce8a63d) | Hi **Peter Simons**,  Thank you for your booking. Your booking ID is: **46113ca**.  You can use this ID to find and modify your booking by going to this page: [https://dev1.local/venue-1](https://dev1.local/venue-1?booking_id=46113ca) and entering the above ID.  Please consider this as confirmation of your booking unless we get in touch with you further.  **Here are the details of your booking:**  **Venue:**Meeting Room 1 **Date:** January 21, 2025 **Start Time:** 9:00 AM **End Time:** 11:00 AM **Number of Participants:** 4 **Booking Notes:** None  **Total Cost:** $40.00  Best regards, Booking Team |

Confirmation email

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| **Field Name** | **Field Content default** | **Example to fill out** |
| Greeting | Hello | “Hello” [Name,] |
| Update opening text | Here are the most recent details of your updated booking.  Your booking is automatically confirmed but our library staff will review the details of your event to ensure eligibility. | As written on left |
| Confirmation Opening Text | Thank you for choosing our library for your upcoming event!  Your booking is automatically confirmed but our library staff will review the details of your event to ensure eligibility. | As written on left |
| Confirmation Need assistance text | If you have any questions or need further assistance reach out to our team by phone or replying to this email. | As written on left |
|  | Booking details | Nothing for admin to add |
| Confirmation Modify booking text | **To Cancel or Modify a Booking:** Enter your Booking ID and make changes to your booking at this link: | Text on the left [generated link to venue page] |
| Sign off text | Sincerely,  Library Booking Staff | As written on left |