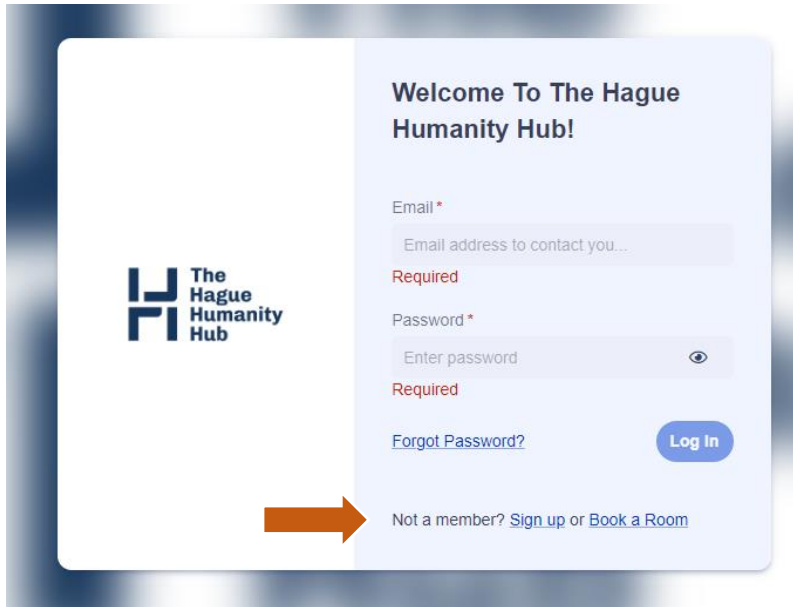


How to book a meeting room at The Hague Humanity Hub

1. Click [here](#) to open the booking platform.



Welcome To The Hague
Humanity Hub!

Email *

Email address to contact you...

Required

Password *

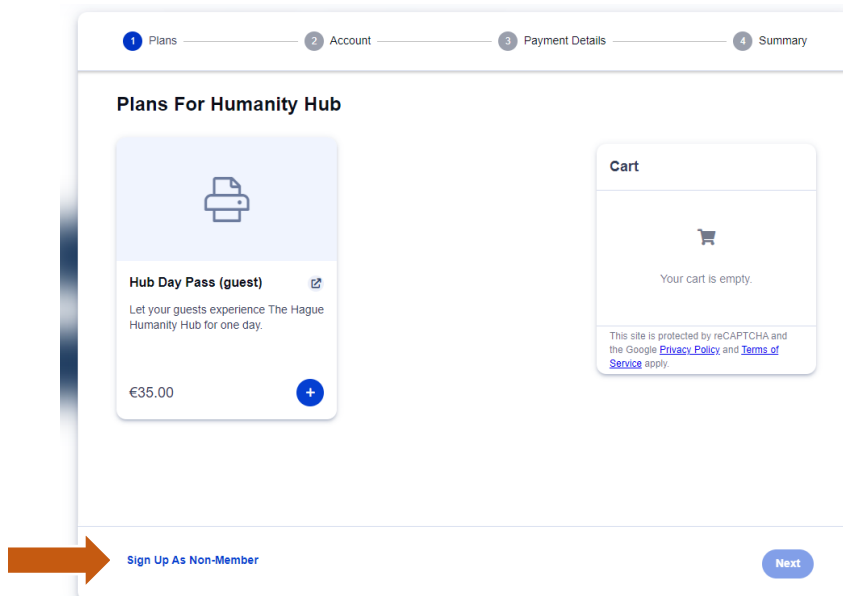
Enter password

Required

[Forgot Password?](#) [Log In](#)


Not a member? [Sign up](#) or [Book a Room](#)


2. Click on **Sign up** and then **Sign up as Non-Member (even if you are a Hub Member)**. Please use your work email address and create a new password. During the first login, you will be asked to fill in your contact details, company details, as well as billing details. Please be patient and fill everything correctly in as these details will be used later on for your invoices.




1 Plans — 2 Account — 3 Payment Details — 4 Summary

Plans For Humanity Hub




Hub Day Pass (guest) 

Let your guests experience The Hague
Humanity Hub for one day.

€35.00 

Cart

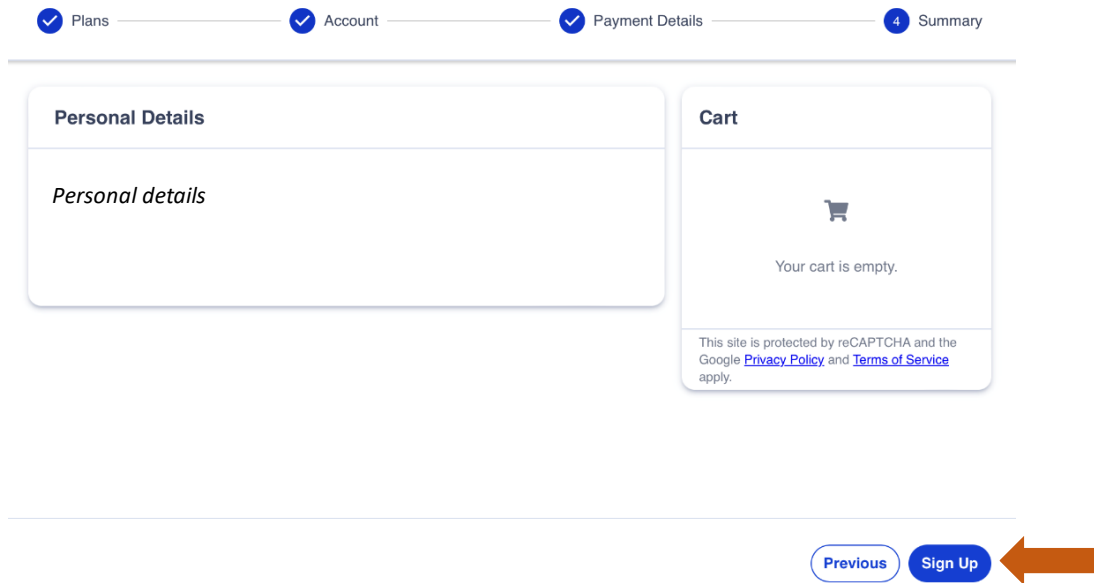


Your cart is empty.

This site is protected by reCAPTCHA and
the Google [Privacy Policy](#) and [Terms of
Service](#) apply.

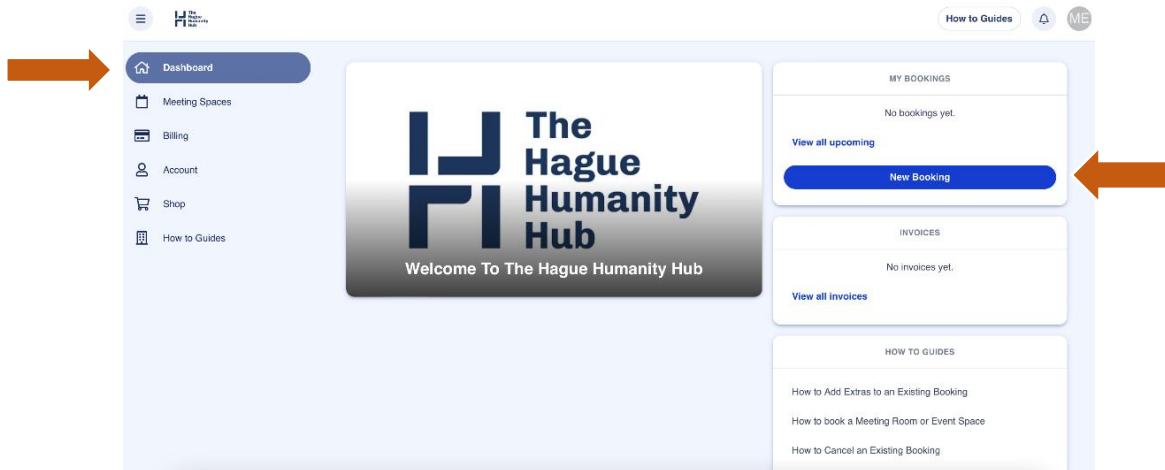
[Sign Up As Non-Member](#) [Next](#)

3. Once all your details are filled in, click on **Sign up**.



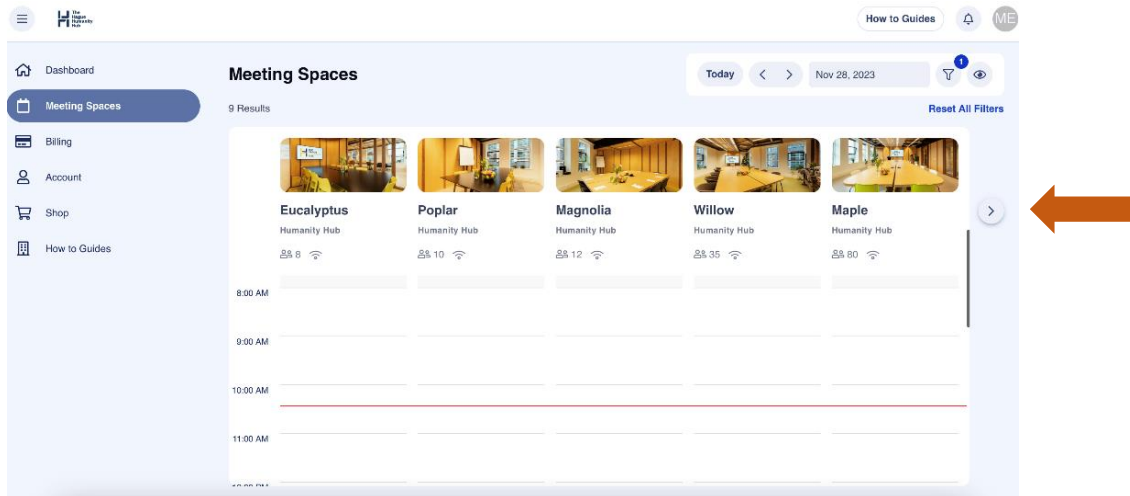
4. Once you signed up, you will be prompted to further set up your public profile. Please note that this is optional.

5. When you are **logged in** to your account, go to the **Dashboard** and click on **New Booking**.

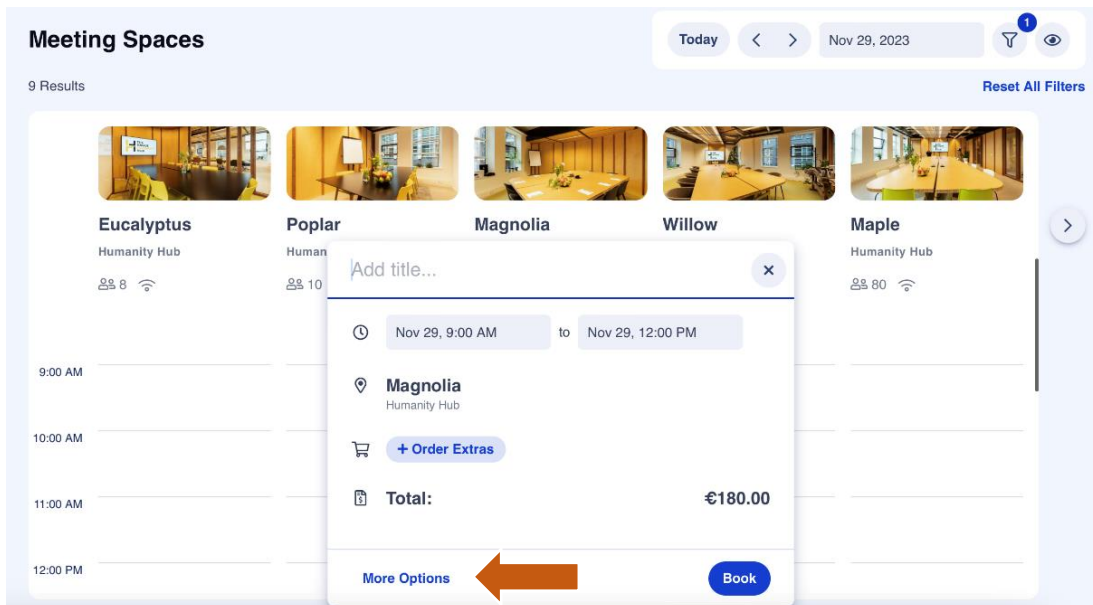


6. You will now see a **booking calendar** which shows today's overview and the meeting spaces available to book at The Hague Humanity Hub. You can click the arrow to see all the meeting spaces).

You can easily see which meeting rooms are available or unavailable.



7. You can left-click on the calendar under a certain room and drag down to create a new booking. Once you do that, the following pop-up will appear (see below). Click on **More options** – this will take you to a new window where you can fill in necessary details of your booking (such as number of attendees, desired setup, catering, etc.).



8. Now you can **customize** your booking by filling in various fields.

- **Additional requests:** Let us know in case you have any special requests or any dietary requirements.

Description: Please share with us important information about your booking, especially if it is an event.

- **Extras:** Add additional amenities to your booking such as *catering, AV and similar*. Please note that this is a quick menu, in case you would like to order anything else (e.g. warm food or reception), this is possible and all you have to do is to mention this in the field - *additional requests*.

New Booking

Booking Setup

General

Title
Add title...

Duration
Nov 29, 9:00 AM to Nov 29, 1:30 PM
 All day

Number of attendees
▼

Room setup
▼

Additional requests
Please review available extras in the next section first.

> **Guests**

> **Description**

> **Extras**

Booking Summary

Magnolia
Humanity Hub

4 hours 30 mins, 9:00 AM to 1:30 PM
November 29, 2023

Total €300.00

Cancellation Policy

<input type="radio"/> 720h or more before Booking start	0% fee
<input type="radio"/> 720h - 336h before Booking start	25% fee
<input type="radio"/> 336h - 168h before Booking start	50% fee
<input type="radio"/> 168h - 48h before Booking start	75% fee
<input checked="" type="radio"/> 48h or less before Booking start	100% fee

Cancellation Fee

100% fee if you cancel your booking now **€300.00**

Invoicing

Close Book

9. Once you added all **extras** for your upcoming meeting, they will appear in the **booking summary** (top right corner). **Please make sure to adjust the numbers for each item (e.g. if you expect 5 attendees, make sure to select 5x coffee/tea/water arrangement).** The price you see already includes **your membership discount** (only applicable for Hub Members).

New Booking

Booking Setup

General

Title
Testing guidelines

Duration
Nov 29, 9:00 AM to Nov 29, 1:30 PM
 All day

Number of attendees
5

Room setup
Board (10)

Additional requests
Please review available extras in the next section first.

Booking Summary

Magnolia
Humanity Hub

4 hours 30 mins, 9:00 AM to 1:30 PM
November 29, 2023

Ordered extras:

1/2 Day Screen	1 x	€45.50
1/2 Day coffee, tea, water arrangement	5 x	€5.50
Total		€373.00

720h or more before Booking start 0% fee

[Close](#) [Book](#)

10. Once you checked all the details and accepted the terms and conditions, you can click on **Book**. Now your meeting room is **booked and confirmed!**

11. Would you like to view your booking or make any changes?
Go to **Account** then **Bookings** to see all your reservations.

Account

Profile Team Members **Bookings** Terms And Conditions

1 Result Duration: 3 months

Personal Company

TITLE	TIME	RESOURCE	PRICE
WPQJN6B Testing guide...	9:00 AM Nov 29 - 1:30 PM Nov 29	Magnolia Humanity Hub	€373.00 Confirmed

12. Choose the reservation you wish to review by clicking the arrow and open your booking.

Account

Profile Team Members **Bookings** Terms And Conditions

Upcoming Past

1 Result Duration: 3 months

Personal Company

TITLE	TIME	RESOURCE	PRICE
WPQJN6B Testing guide...	9:00 AM Nov 29 - 1:30 PM Nov 29	Magnolia Humanity Hub	€373.00 Confirmed

13. In case you need to edit your booking, click on **Edit Booking**.

Bookings

Booking: #WPQJN6B

Magnolia
Humanity Hub

12

General	Preferences	Extras
Organizer ME Marketa Jacobs Eiglova	Number of attendees 5	1 x 1/2 Day Screen - €45.50 €45.50
Price Magnolia €300.00	Room setup Board (10)	5 x 1/2 Day coffee, tea, water arrangement - €5.50 €27.50
Extras €73.00		Extras Total €73.00
Booking Total (VAT excl.) €373.00		

Title
Testing guidelines

Start Date & Time
Nov 29, 9:00 AM

End Date & Time
Nov 29, 1:30 PM

14. Edit the booking according to your needs and click **Update**.

If you wish to cancel your booking, you can click on **Cancel**. Please note that our [cancellation policy](#) applies on the entire booking - including room rental, catering, and AV.

The screenshot displays the 'Edit Booking WPQJN6B' interface. It is divided into two main sections: 'Booking Setup' on the left and 'Booking Summary' on the right. The 'Booking Setup' section includes a 'General' dropdown menu with fields for 'Title' (containing 'Testing guidelines'), 'Duration' (set to 'Nov 29, 9:00 AM' to 'Nov 29, 1:30 PM'), an 'All day' checkbox, 'Number of attendees' (set to 6), 'Room setup' (set to 'Board (10)'), and 'Additional requests'. The 'Booking Summary' section shows the reference number 'WPQJN6B', location 'Magnolia Humanity Hub', duration '4 hours 30 mins, 9:00 AM to 1:30 PM November 29, 2023', and a list of 'Ordered extras' including '1/2 Day Screen' (€45.50) and '1/2 Day coffee, tea, water arrangement' (€5.50). A 'Total' of €378.50 is shown. Below the summary is a 'Cancellation Policy' section. At the bottom of the interface, there are three buttons: 'Close', 'Cancel booking', and 'Update'. An orange arrow points to the 'Update' button, and another orange arrow points to the 'Cancel booking' button.

Still have questions? You can watch our instruction video, or reach out to us at reservations@humanityhub.net

We look forward to receiving your new bookings 😊

Your Reservations Team