USER MANUAL FOR

BOOK MCC VENUES
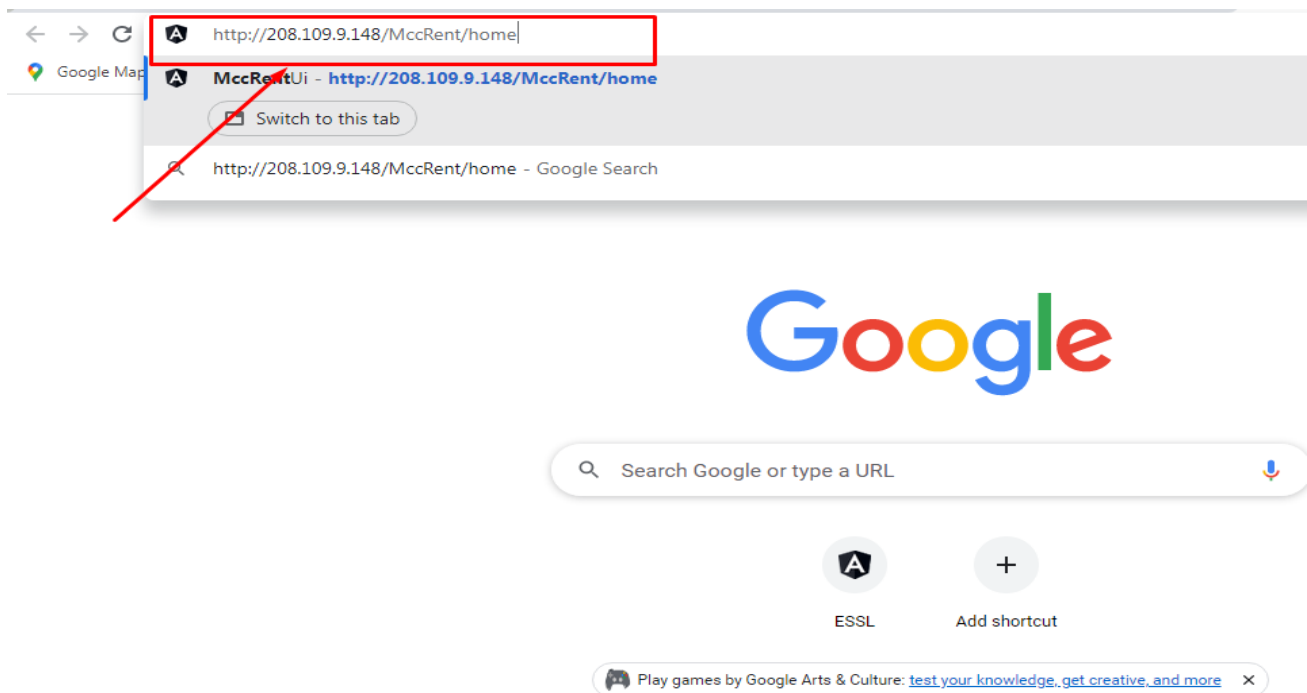
<u>CONTENTS</u>

1. <u>INTRODUCTION</u>

This web application enables the public to book the MCC owned venues and to check the booking history. Web application helps the public to make a payment online/ offline with ease.

1. HOW TO ACCESS THE WEBSITE

Public can open the **" MCC Rental Spaces"** portal using the below link. User need to copy the following URL and paste it in to the browser to launch the public web portal **"Pay Shop Rent/Book MCC Venues".**

URL: http://208.109.9.148/MccRent/home

2. **HOME PAGE OF THE MCC RENTAL SPACES PORTAL**

The following details will be visible on the home page under book venues option:

- Search venue details online

- View venue details, building details, open ground details & availability date and time.

- View booking history with payment status.

- Generate a challan for booking payment or pay online.

- Download challan & download confirmation receipt.

HOW TO BOOK MCC VENUES

User should select the "Book venues" option from the home page now verify your registration by entering the 10 digit mobile number and 6 digit OTP. Now select "verify & proceed" option.

Choose the venue from the selection list and for open ground selection options are available in a drop down list, select the venue and click "continue"option.

Now the details of the selected venue will be visible to the user like, about the venue, venue capacity, parking availability & capacity, rent etc… now to book the venue select the date & time. Days which are not available & partially booked will be already freezed, user should select how many days would they want to book the venue, along with the timings selected days will be listed on a screen. Now click "proceed to book" option.

Now user need to fill the details in the booking form like, name, address, upload id proof & address proof, event type etc… then select the check box and click the "proceed for payment" option.

SELECT PAYMENT MODE

Here user can make the payment both through online payment as well as offline payment.

ONLINE PAYMENT:

1. CREDIT AND DEBIT CARD
2. NETBANKING
3. WALLET
4. UPI (GOOGLE PAY AND PAYTM)
5. NEFT / RTGS / IMPS

CHALLAN / OFFLINE PAYMENT:

Take the printout of the Challan, visit Bank Name mentioned in the Challan Credit the Amount to the mentioned virtual Account details. Challans are available as in the below format.

After the successful payment process confirmation message will be sent to registered mobile no and booking id will be generated for the future reference.

User can download the receipt online. Payment receipts are available as in the below format

Mangalore City Corporation (MCC)

MCC RENTAL SPACES

E- RECEIPT

Booking Id : 123500   Generated On: 08 Aug 2022 5:22 pm

Venue Information   **Customer Details**

Venue Name: **Town hall**   **Sathish Kumar C**

Venue address :   Town hall Mangalore   Door No: 1/25, Shivbagh Mansion,
                                             Kadri, Mangalore-575004
                                             +91-7259925365
                                             sathishkumarc@gmail.com

Booking Time Date :
12 NOV 23 12:00 PM TO 14 NOV 23 12.00 PM

Venue Rent	Additional Amount	Total Amount
₹ 75000	₹ 0	₹ 000000

Total amount paid: ₹ 00000

Transaction date:	08 Aug 2022, 12:39 pm
Payment mode:	Net Banking
Transaction status:	SUCCESS
Txn ID / Reference no:	ARPN12253225633

Generated at: 08 Aug 2022, 12:40 pm   Paid to: Canara Bank, a/c xxxxxxxx1023

THANK YOU

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