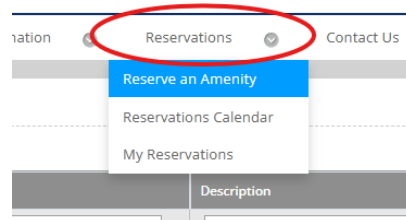




Reserving an Amenity through the Barkan Management Portal:

1. Log in to your account at <https://barkan.cincwebaxis.com>.
2. Click on the “Reservations” tab and choose “Reserve an Amenity”.



3. Find the Amenity you want to reserve and click “Reserve Now”

Reservation Listing

Amenity Name	Description	
Clubhouse 222 Sunny Field Lane Duluth, GA 30096	Rent the clubhouse for your next event!	Reserve Now
Vista Room	Exclusive use for the day.	Reserve Now

4. Select the number of guests.
 - Note that you will only be allowed to select a number of guests within the max capacity for the room or building. If you require additional guests, please reach out to the site for approval.

Reservation - Vista Room

Minutes to Complete Reservation: 20:00

< >

Max Reservation Time: 4 Hours 0 minutes

☐ Available ☐ Unavailable ☐ Spaces Available ☐ Public Reservation ☐ Private Reservation

Cost of Amenity: \$50.00

All times displayed in ET time.

Number of Guests:

Select Guest Count

	Sun, May 11	Mon, May 12	Tue, May 13	Wed, May 14	Thu, May 15	Fri, May 16
09:00 AM						
10:00 AM						
11:00 AM						
12:00 PM						
01:00 PM						
02:00 PM						
03:00 PM						

Cancel

1 2 3 4 5 6 7 8 9 10 11 12



5. Use the arrows in the top left corner to change the dates as needed and select the appropriate start time.

Booking Details - Vista Room

Minutes to Complete Reservation: 18:38

Reservation Date: 05/19/2025	Number of Guests: 10
Reservation Start Time: 10:00 AM	Reservation End Time: 11:00 AM
First Name: Sohil	Last Name: Chauhan
Property Address: 28 Cape Codder Rd, Falmouth, MA 02540	Billing Address: 28 Cape Codder Rd Unit 100
City: Falmouth	State: MA
Zip: 02540	Phone Number:
Email: acaldon@barkanco.com	Reservation Visibility: Private

Please Note : Public Reservations will display your name in your chosen reservation time slot on the reservation calendar.
Private Reservations will not.

6. You will be directed to a new window to fill out the reservation details.
 - Confirm the info is correct.
 - Select a meeting end time from the drop down of available time slots.
 - Select your reservation visibility (do you want your event to show on the amenities calendar or not).
7. Enter any notes if required and hit “next”.

Please Note : Public Reservations will display your name in your chosen reservation time slot on the reservation calendar.
Private Reservations will not.

Cost of Amenity: \$50.00	Security Deposit: \$300.00
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Notes:
Birthday party

14 / 7000

Back Next Cancel



8. Confirm the information is correct and hit “pay online now” if there is a fee or security deposit associated with the reservation. Credit cards only will be accepted at the time of the reservation.

Notes:

Birthday party

Cost of Amenity:	\$50.00
Charged By:	Space
Sub Total:	\$50.00
Security Deposit:	\$300.00

When paying online, the credit card entered will process the security deposit as a separate transaction 7 days prior to your reservation start time. If the reservation start time is within 7 days, the security deposit will be charged immediately as a separate transaction.

[Pay Online Now >](#)

[Back](#) [Confirm Reservation](#) [Cancel](#)

9. Hit “Confirm Reservation” to submit.
 - You should receive an email from donotreply@cincsystems.net to confirm that your reservation has been submitted.
 - Once the reservation has been approved by Management, you will receive an email of the approval as well.

Download the “Barkan Mgmt” App for easier reservation management:



Apple



Google