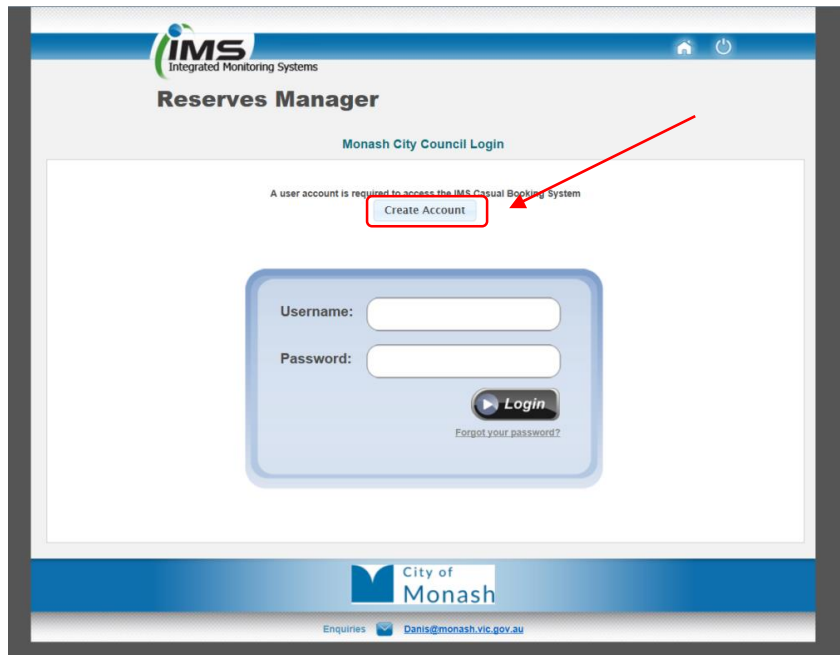


Reserves Manager for Association and Events Representatives

Making an account

In order to make a booking for one or more reserves, you will first need to create an account. To begin, click on the 'create account' button on the IMS login page.



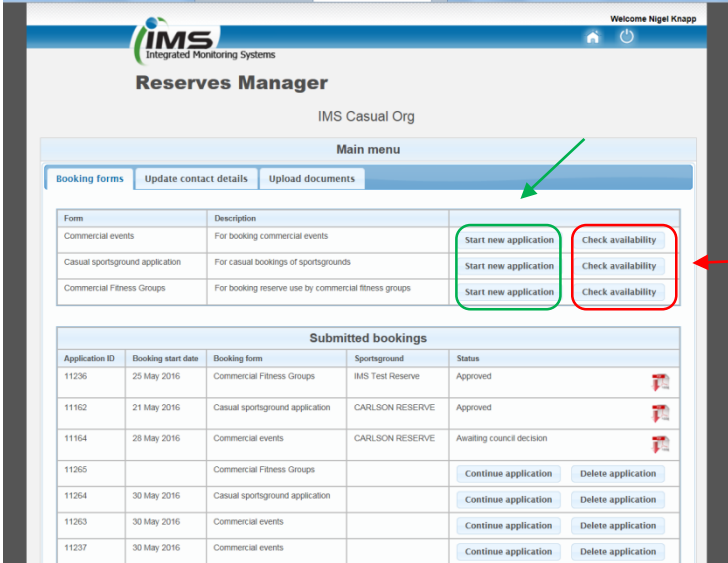
Fill in the required details necessary to create the account, then click register.
Please note: register button will become active once all required fields are filled in.

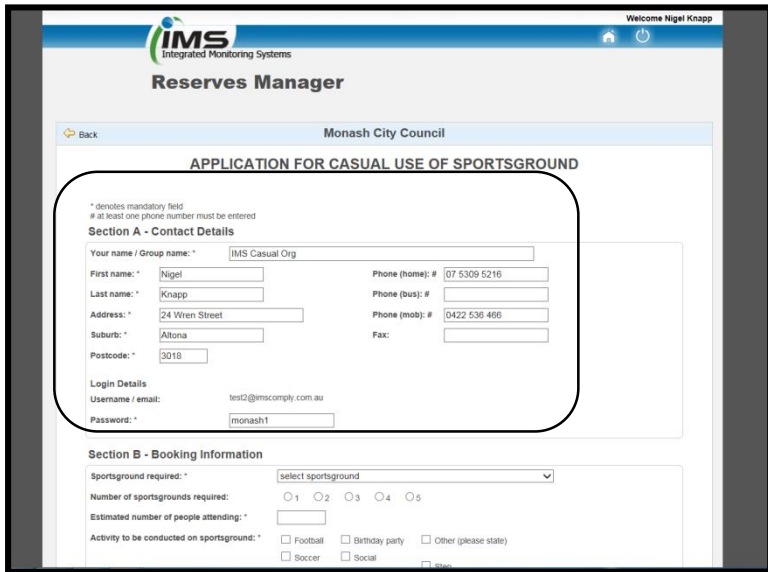


Please note: Council must first approve your account registration before you can start an application.

Completing an application

You may wish to make a casual booking for a sportsground or to book a community event. To do so follow the steps below:

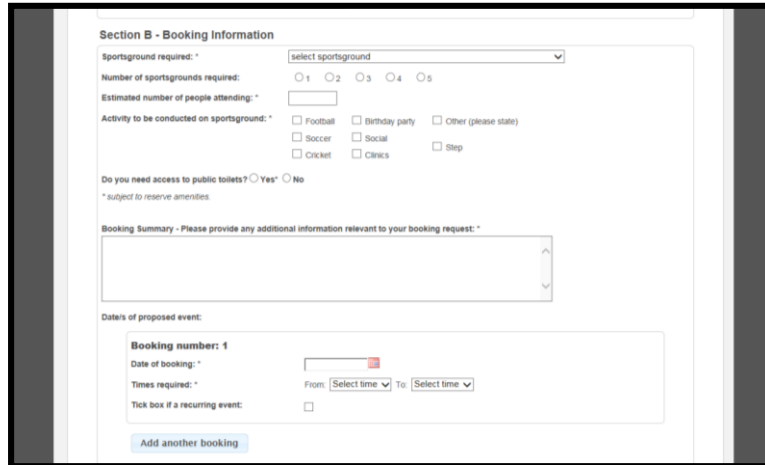
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| Tab | |
| Before starting an application, check the availability of the grounds for the days and times that you are after. Then click the back button and then start new application to begin. Please note: some grounds may be visible on the calendar but not visible in the application. |  <p>The screenshot shows the 'Reserves Manager' interface for 'IMS Casual Org'. Under the 'Main menu', there are three tabs: 'Booking forms', 'Update contact details', and 'Upload documents'. Below these is a table with columns 'Form' and 'Description'. The table lists three forms: 'Commercial events', 'Casual sportsground application', and 'Commercial Fitness Groups'. For each form, there are two buttons: 'Start new application' (highlighted with a green box) and 'Check availability' (highlighted with a red box). A green arrow points to the 'Start new application' button for 'Commercial events', and a red arrow points to the 'Check availability' button for 'Casual sportsground application'. Below the table is a 'Submitted bookings' table with columns: 'Application ID', 'Booking start date', 'Booking form', 'Sportsground', and 'Status'. It lists several bookings with their respective dates and statuses.</p> |

| Tab | |
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| Tab | |
| Section A – Contact Details | |
| Fill in contact details for a representative. Ensure that all required** fields are completed. |  <p>The screenshot shows the 'APPLICATION FOR CASUAL USE OF SPORTSGROUND' form for 'Monash City Council'. The form is divided into two sections: 'Section A - Contact Details' and 'Section B - Booking Information'. 'Section A' is highlighted with a black rounded rectangle and contains the following fields: 'Your name / Group name' (IMS Casual Org), 'First name' (Nigel), 'Last name' (Knapp), 'Address' (24 Wren Street), 'Suburb' (Altona), 'Postcode' (3018), 'Phone (home)', 'Phone (bus)', 'Phone (mob)', and 'Fax'. 'Section B' contains 'Sportsground required' (select sportsground), 'Number of sportsgrounds required' (radio buttons 1, 2, 3, 4, 5), 'Estimated number of people attending', and 'Activity to be conducted on sportsground' (checkboxes for Football, Soccer, Birthday party, Social, etc.).</p> |

Tab

Section B – Booking information

Select the reserve you wish to book and give the council some details about your event. Specify each sport field, pitch, wicket or diamond required in the booking summary. Council will assess your requirements and advise which grounds you are allocated.



Section B - Booking Information

Sportsground required: *

Number of sportsgrounds required: 1 2 3 4 5

Estimated number of people attending: *

Activity to be conducted on sportsground: *

Football Birthday party Other (please state)

Soccer Social

Cricket Clinics Step

Do you need access to public toilets? Yes* No

*subject to reserve amenities.

Booking Summary - Please provide any additional information relevant to your booking request: *

Dates of proposed event:

Booking number: 1

Date of booking: *


Times required: * From To

Tick box if a recurring event:

[Add another booking](#)

Section C – Public Liability Certificate

You will be required to upload this document. This document is required annually.



Section C - Public Liability Certificate

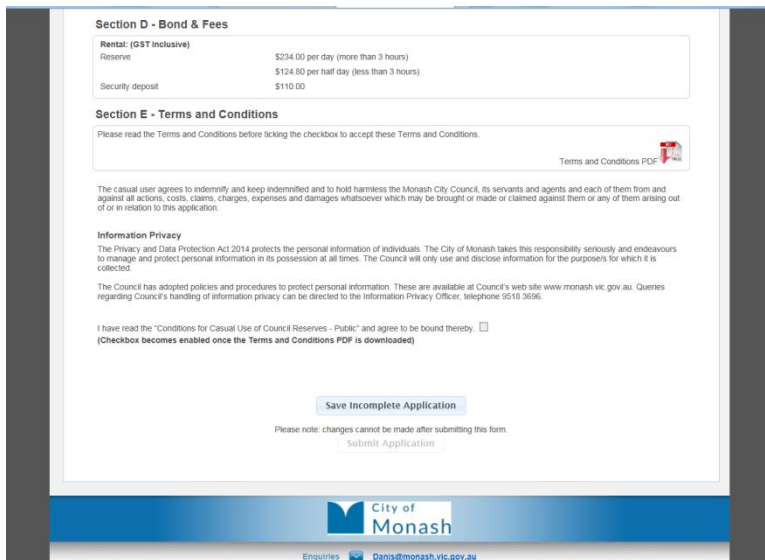
Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.

Upload Certificate

The current PLI certificate expires on 28 Feb 2017.
No document upload is required until after this expiry date.
Should you need to replace your PLI certificate, go to the Upload documents tab on the main menu.

Sections D and E – Bond & Fees

These sections outline the fees for the booking and the Terms.



Section D - Bond & Fees

| Rental: (GST inclusive) | |
|-------------------------|---|
| Reserve | \$234.00 per day (more than 3 hours) |
| | \$124.80 per half day (less than 3 hours) |
| Security deposit | \$110.00 |

Section E - Terms and Conditions

Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.

[Terms and Conditions PDF](#)

The casual user agrees to indemnify and keep indemnified and to hold harmless the Monash City Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to this application.

Information Privacy

The Privacy and Data Protection Act 2014 protects the personal information of individuals. The City of Monash takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. The Council will only use and disclose information for the purposes for which it is collected.

The Council has adopted policies and procedures to protect personal information. These are available at Council's web site www.monash.vic.gov.au. Queries regarding Council's handling of information privacy can be directed to the Information Privacy Officer, telephone 9518 3696.

I have read the "Conditions for Casual Use of Council Reserves - Public" and agree to be bound thereby.

(Checkbox becomes enabled once the Terms and Conditions PDF is downloaded)

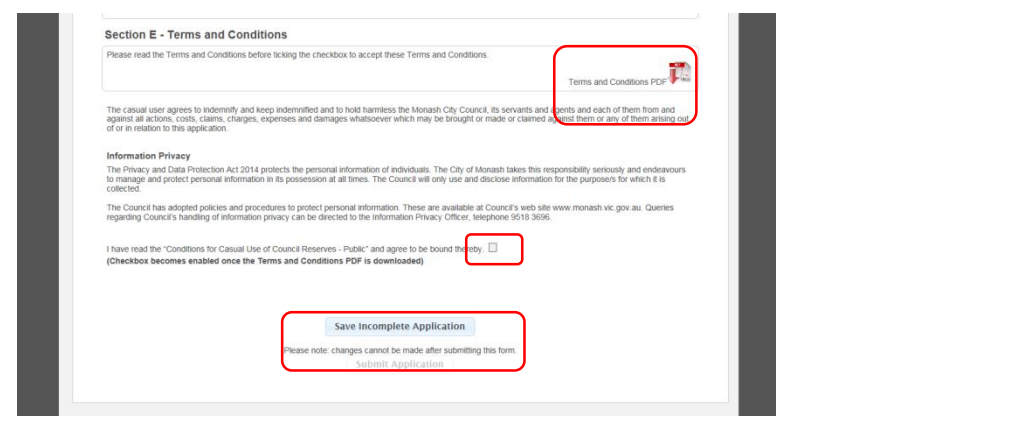
[Save Incomplete Application](#)

Please note: changes cannot be made after submitting this form.

[Submit Application](#)

City of Monash

Enquiries Danis@monash.vic.gov.au

| Tab | |
|---|--|
| <p>Submit application</p> <p>The terms and conditions document must be opened before being able to tick the check box to agree to them.</p> <p>This will then allow you to submit the application.</p> |  |

Once your application is submitted

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email and can view the status of your application in the License/Applications tab.

If you have trouble shooting, please email recreation@monash.vic.gov.au or call 9518 3583.