



# City of Port Phillip Booking Portal

## Making a Regular Hire Booking

City of Port Phillip Booking Portal .....	
Making a regular booking .....	2

## Logging into the Regular Hire Portal

Log into the City of Port Phillip Booking Portal using your usual credentials and select **New Regular Hire** from the menu bar

The screenshot shows the top navigation bar with 'Home' and 'New Regular Hire' (highlighted with a red box and arrow). The user is logged in as 'Emma' with a balance of 'AU\$0.00'. Below the navigation bar is a search bar with the text 'Search for Venues and Suburbs...'. The search criteria are 'Date: 02 Jul 2021' and 'Time: Any'. The search button is labeled 'Search'. Below the search bar, it says '249 out of 249 Venue(s) found.' and 'Sort by VENUE'. A card for 'Acland Street Plaza' is shown, with a price range of 'AU\$515.00 - AU\$2,985.00' and a 'BOOK NOW' button.

This will take you to the Regular Hire Portal. Note that your portal view will only show you the booking types that you have been approved access to.

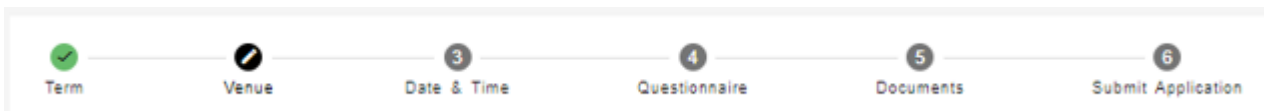
Select a booking type to proceed with the booking.

The screenshot shows the 'Regular Hire' section with the text 'Select a booking type'. Three booking type options are displayed in a row, each with an icon and a description. The options are: 'Annual Community Centre Hire' (Book your community centres on a regular basis), 'Seasonal Sport Hire' (Book Your Annual School Bookings), and 'Personal Training' (Book parks and reserves to conduct personal training sessions on a regular basis). Red arrows point to each of the three options.

Once a booking type has been selected, you will move into the application process.

## Making a regular hire application

There are 6 steps to submitting a booking through the regular hire portal. A progress bar will be visible along the top of your booking screen to show you how you are progressing.



Once you have passed the first step, you may close your booking and come back to it later by locating the Draft Booking from your **My Bookings** Screen and selecting **Manage**

### My Bookings

UPCOMING BOOKINGS

PAST BOOKINGS

Sort

Booking Date



Search By Booking Ref



<b>IB1052</b> Pending Approval City of Port Phillip Football Lovers Created 19 Jul 2021	EVENT DATE 04 Apr 2022 - 29 Aug 2022	OUTSTANDING AUS0.00	TOTAL AUS0.00	INVOICES	MANAGE
<b>BP1050</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM	OUTSTANDING AUS100.00	TOTAL AUS1,401.00	INVOICES	VIEW
<b>BP1049</b> Approved Community Centre - Casual Hire Created 19 Jul 2021	EVENT DATE 21 Jul 2021 4:00 AM - 8:00 AM	OUTSTANDING AUS0.00	TOTAL AUS254.00	INVOICES	VIEW
<b>IB1048</b> Draft Booking test Created 19 Jul 2021	EVENT DATE 19 Jul 2021 - 30 Jun 2022	OUTSTANDING AUS0.00	TOTAL AUS0.00	INVOICES	MANAGE
<b>BP1045</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM	OUTSTANDING AUS508.00	TOTAL AUS1,778.00	INVOICES	VIEW

Items per page: 5

1 - 5 of 14



## Step 1: Select a Booking Term

The first step is to select the Booking Term you would like to make your application within. Take note of the “book before” date as you will be unable to submit an enquiry after this date.

Seasonal Sport Hire  
Last save:

1 Term 2 Venue 3 Date & Time 4 Questionnaire 5 Documents 6 Submit Application

Select an appropriate term for your booking

<input checked="" type="radio"/> Booking term Winter 2022-2023 From 01 Apr 2022 To 31 Aug 2022 Book before 31 Mar 2022	<input type="radio"/> Booking term Summer 2022-2023 From 01 Oct 2022 To 28 Feb 2023 Book before 30 Sep 2022	<input type="radio"/> Booking term School Booking From 01 Jan 2021 To 31 Dec 2021 Book before 05 Oct 2021
---------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

Request your bookings  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants
Seasonal Sports - Winter Season	<input type="text" value="Add your Team, Group or Activity Name"/>	<input type="text"/>
+ Add Another Request		

Next

Next, enter your Activity Details including:

- **Activity Type (to be selected from a predefined list)**
- **Activity Name**
- **Number of Participants**

Seasonal Sport Hire  
Last save:

1 Term      2 Venue      3 Date & Time      4 Questionnaire      5 Documents      6 Submit Application

Select an appropriate term for your booking

Booking term

Winter 2022-2023

From: 01 Apr 2022 To: 31 Aug 2022

Book before 31 Mar 2022

Booking term

Summer 2022-2023

From: 01 Oct 2022 To: 28 Feb 2023

Book before 30 Sep 2022

Booking term

School Booking

From: 01 Jan 2021 To: 31 Dec 2021

Book before 05 Oct 2021

Request your bookings  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants
Seasonal Sports - Winter Season	<input type="text" value="Add your Team, Group or Activity Name"/>	<input type="text"/>

+ Add Another Request




[Next](#)

You may include a number of different activities in the one booking by selecting **+ Add Another Request**.

Please note that all activities will be treated as one booking for management within the booking portal. If you would like to be able to manage each reoccurring activity as a separate booking, we recommend submitting separate regular hire requests for each activity.


You may delete an entered activity by selecting the trash can next to the activity

Request your bookings  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants	
Seasonal Sports - Winter Season ▾	Junior Football	1	
Seasonal Sports - Winter Season ▾	Women's Senior Football	1	
Seasonal Sports - Winter Season ▾	Veterans Football	1	




+ Add Another Request

Next




Once all your activities have been defined, click **Next** to proceed with your application.

Request your bookings  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants	
Seasonal Sports - Winter Season ▾	Junior Football	1	
Seasonal Sports - Winter Season ▾	Women's Senior Football	1	
Seasonal Sports - Winter Season ▾	Veterans Football	1	

+ Add Another Request

Next



## Step 2: Select a Venue

In this screen you will be presented with a list of applicable venues. You can find your preferred venue by scrolling through the list and expanding the selection to reveal the spaces available for hire

You can come back later and open your booking from My Bookings to continue to edit.

Seasonal Sport Hire IB1052 Draft Booking  
Last save: 19 Jul 2021

1 Term 2 Venue 3 Date & Time 4 Questionnaire 5 Documents 6 Submit Application

Select all applicable venues for Winter 2022-2023

11 Venues found, 0 Facilities selected

Alma Park East	0/5 Selected	▼
Buckingham Reserve	0/1 Selected	▼
Elwood Park Reserve	0/6 Selected	▼
Elwood School Reserve	0/1 Selected	▼
J.L Murphy Reserve	0/6 Selected	▲

J.L Murphy Reserve - Aanenson Sports Ground Maximum 1

J.L Murphy Reserve - Soccer Pitch 1 Sports Ground Maximum 1

J.L Murphy Reserve - Soccer Pitch 2 Sports Ground Maximum 1

J.L Murphy Reserve - Soccer Pitch 3 Community Sports Ground Maximum 1

J.L Murphy Reserve - Williams Oval Sports Ground Maximum 1


Items per page: 5 1 - 5 of 8 < >

Select any of the spaces for hire to open a new tab with further details about the venue.







If you have a particular venue in mind, you can search for available venues using the Search functionality.



You can search for venues using the following criteria:

- **Keyword**
- **Venue**
- **Facility Type**
- **Capacity**

 You can come back later and open your booking from My Bookings to continue to edit.

Seasonal Sport Hire IB1052 Draft Booking  
Last save: 19 Jul 2021

       
Term Venue Date & Time Questionnaire Documents Submit Application

Select all applicable venues for Winter 2022-2023  

11 Venues found, 0 Facilities selected

Alma Park East	0/5 Selected	▼
Buckingham Reserve	0/1 Selected	▼
Elwood Park Reserve	0/6 Selected	▼
Elwood School Reserve	0/1 Selected	▼
J.L Murphy Reserve	0/6 Selected	▼

Items per page: 5 1 - 5 of 11 < >

Cancel Application Previous Next



Once a suitable Venue has been identified, select the checkbox and click **Next** to move to the next step.

J.L. Murphy Reserve		2/6 Selected ^	
<input checked="" type="checkbox"/>	J.L. Murphy Reserve - Aanenson Sports Ground	Maximum 1	
<input type="checkbox"/>	J.L. Murphy Reserve - Soccer Pitch 1 Sports Ground	Maximum 1	
<input type="checkbox"/>	J.L. Murphy Reserve - Soccer Pitch 2 Sports Ground	Maximum 1	
<input checked="" type="checkbox"/>	J.L. Murphy Reserve - Soccer Pitch 3 Community Sports Ground	Maximum 1	
<input type="checkbox"/>	J.L. Murphy Reserve - Williams Oval Sports Ground	Maximum 1	

Items per page: 5 1 - 5 of 6 < >

Please note that you may select one or more venues for your activity.

### Step 3: Select a Date and Time

Next, you will be asked to select the dates and times of your bookings for each activity that you listed in step 1. The following steps can be used for all activities.

#### 1. Select your activity

Start this process by selecting the Activity from the Activity Drop down list.

Seasonal Sport Hire IB1052 Draft Booking  
Last save: 19 Jul 2021

Term Venue **Date & Time** Questionnaire Documents Submit Application

Select Date or Time Ad hoc Dates Recurring Dates Selection View Availability View

Select Activity Name Junior Football

Select Day(s) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Click any cell and drag to your right in order to select a time slot

	AM	03 AM	04 AM	05 AM	06 AM	07 AM	08 AM	09 AM	10 AM
J.L. Murphy Reserve									
J.L. Murphy Reserve - Anenson									
J.L. Murphy Reserve - Soccer Pitch 3 Community									

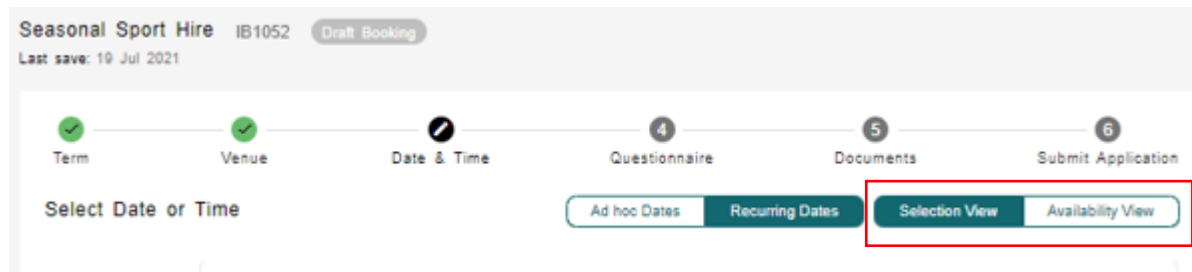
Cancel Application Previous Next

#### 2. Select your view

Please note that this screen can be viewed in:

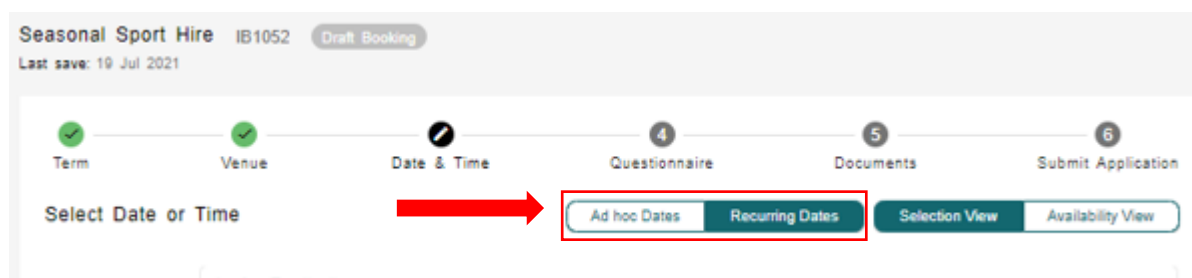
- Selection View - allows you to select the date and times that you want (Recommended)
- Availability View – allows you to select blocks based on venue availability

You can toggle between these views using the view selector at the top of the screen. This document will provide guidance on how to select your date and time using the Selection View.



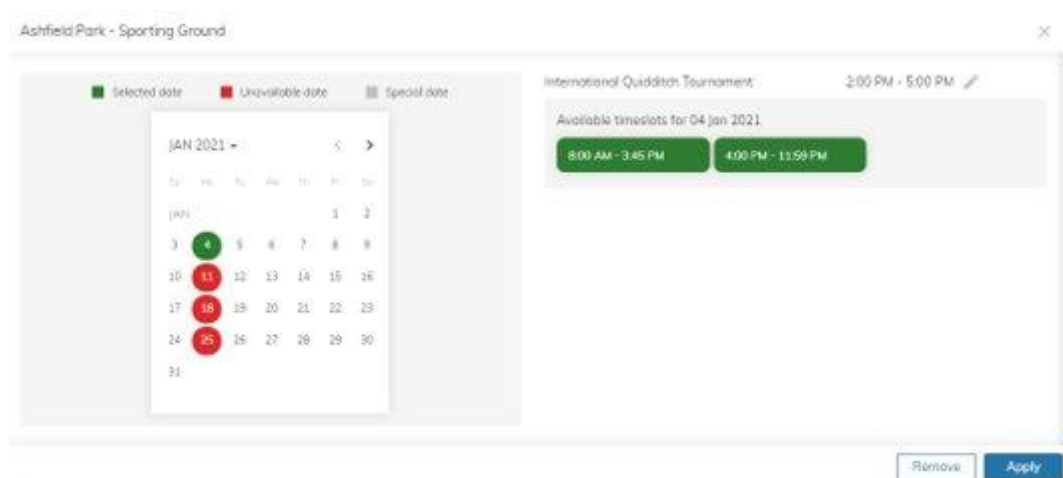
### 3. Select the reoccurring pattern

Select the pattern of your regular occurrence using the pattern toggles at the top of the screen. You can select between Adhoc or Recurring Dates



### 4. Select your dates - Ad-hoc Dates

The ad-hoc date selection can be used for bookings that don't follow a defined pattern. This option will allow you to select preferred date(s) from the calendar, and the unavailable dates for the selected timeslot will be marked in Red.




## 5. Select your dates - Recurring dates

The recurring date selection can be used when adding bookings that follow a defined pattern.

When selecting this option you will need to select the days to match the pattern by selecting the days from the **Select Days** bar

Select Date or Time Ad hoc Dates **Recurring Dates** Selection View Availability View


Select Activity Name

Select Day(s) Sunday **Monday** Tuesday Wednesday Thursday Friday Saturday 

Click the cell and drag to your right in order to select a timeslot

Select Day(s) Sunday **Monday** Tuesday Wednesday Thursday Friday Saturday

	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10 PM	11 PM
J.L. Murphy Reserve								
J.L. Murphy Reserve - Aanenson								
J.L. Murphy Reserve - Soccer Pitch 3 Community								



The pattern selection screen will pop up to allow you to refine your reoccurrence pattern. From here you can review and amend your reoccurrence details.

Select **View Dates** to manage each individual booking in the reoccurrence.

Pattern selection IB1052

Venue: Sports Ground      Team/Group: Junior Football  
 Location/ Resource: J.L Murphy Reserve - Aanenson      Allocation Time: 4:00 PM To 5:00 PM

Ad hoc date selection      **Recurring Dates**

Recurrence Pattern

Daily       Weekly       Monthly

Recur every 1 week(s) on

Sunday     Monday     Tuesday     Wednesday  
 Thursday    Friday       Saturday

Range

Start by 01 Apr 2022       End after 1 occurrences  
 End by 31 Aug 2022

Click on the 'View Dates' button to view the available dates for the applied range

[View Dates](#)

Apply this to all future selections      **Apply**

Once **View Dates** has been selected, you can easily delete dates from your pattern by selecting the trash can icon.

Pattern selection IB1052

Venue: Sports Ground      Team/Group: Junior Football  
 Location/ Resource: J.L Murphy Reserve - Aanenson      Allocation Time: 4:00 PM To 5:00 PM

Ad hoc date selection      **Recurring Dates**

Recurrence Pattern

Daily       Weekly       Monthly

Recur every 1 week(s) on

Sunday     Monday     Tuesday     Wednesday  
 Thursday    Friday       Saturday

Range

Start by 01 Apr 2022       End after 1 occurrences  
 End by 31 Aug 2022

Click on the 'View Dates' button to view the available dates for the applied range

[View Dates](#)

22 Dates selected

04 Apr 2022	Mon	
11 Apr 2022	Mon	
18 Apr 2022	Mon	
25 Apr 2022	Mon	
02 May 2022	Mon	

Items per page: 5      1 - 5 of 22      < >

Apply this to all future selections      **Apply**

Once you are happy with your selection, click **Apply** to proceed

The screenshot shows a 'Range' section with two radio button options: 'End after 1 occurrences' (unselected) and 'End by 31 Aug 2022' (selected). To the right, there are date pickers for '25 Apr 2022 Mon' and '02 May 2022 Mon'. Below these is a pagination control showing 'Items per page: 5' and '1 - 5 of 22'. At the bottom left, there is a checkbox 'Apply this to all future selections'. At the bottom right, a red arrow points to a blue 'Apply' button.

## 6. Manage any date conflicts

You will not be able to submit your enquiry until all conflicts have been resolved. If there are any conflicts on a selected Date or Time, an error message will be displayed at the tip of the screen with an option to Resolve Conflicts.

Click on **Resolve Conflicts** to delete or change the conflicting occurrences.

The screenshot shows a booking interface with a red error message at the top: '2 Date(s) Unavailable. Remove dates or select alternate options to proceed with the booking.' A blue 'Resolve Conflict' button is highlighted with a red box. Below the error message, there is a progress bar with steps: 'Terms', 'Venue', 'Date & Time', 'Questions', 'Documents', and 'Submit Application'. The 'Date & Time' step is currently active. At the bottom right, the total cost is shown as 'Total: AU\$4,671.34'.

All the selected dates will be listed where the conflicting Date/ Time slots will be highlighted in Red.

The screenshot shows a table titled 'Booking Details of WBB'. The table has columns for 'Date', 'Day', 'Time', 'Capacity', 'Price', and 'Total'. The table lists 15 dates from 01 Jan 2022 to 13 Jan 2022. Two rows are highlighted in red: the row for 04 Jan 2022 (Mon) and the row for 11 Jan 2022 (Mon). The error message from the previous screenshot is visible at the top of the table, indicating that 2 dates are unavailable.

Date	Day	Time	Capacity	Price	Total
01 Jan 2022	Fri	2:00 PM - 5:00 PM	1000	AU\$471.30 x 1 (req)	AU\$471.30
02 Jan 2022	Sat	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
03 Jan 2022	Sun	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
04 Jan 2022	Mon	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
05 Jan 2022	Tue	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
06 Jan 2022	Wed	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
07 Jan 2022	Thu	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
08 Jan 2022	Fri	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
09 Jan 2022	Sat	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
10 Jan 2022	Sun	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00
11 Jan 2022	Mon	2:00 PM - 5:00 PM	1000	AU\$100.00 x 3 (req)	AU\$300.00

Click on the **trash can icon** for the conflicted selection to remove the selection **OR** click on the **pencil icon** to change the date or time.

## 7. Review your selections

Once you have completed your date and time selections, you can review and edit these selections by clicking the expandable side panel available on the Date & Time screen

The screenshot displays the 'Date & Time' selection interface. At the top, a progress bar indicates the current step is 'Date & Time'. Below this, the activity name is 'Women's Senior Football'. The calendar shows 'Monday' selected. A table of venues is shown with a grid for time slots from 04 PM to 11 PM. A red arrow points to a trash can icon in the right-hand side panel, which is used to delete conflicted selections. The side panel also shows a date range from '01 Apr 2022 To 31 Aug 2022' and a 'Weekly' frequency.

This screen will open up a summary page of your date and time selections for your activities.

Select **Edit** to review and edit the booking details

**CITY OF PORT PHILLIP**

New casual Hire

Seasonal Sport Hire IB1052 **Draft Booking**

Last save: 19 Jul 2021

Term  Venue  Date & Time  Questionnaire

Select Date or Time Ad hoc Dates Recurring

Select Activity Name

Select Day(s)  Sunday  Monday  Tuesday  Wednesday

	04 PM	05 PM	06 PM	07 PM	08 PM
J.L. Murphy Reserve					
J.L. Murphy Reserve - Aanenson	04 Apr 2022				
J.L. Murphy Reserve - Soccer Pitch 3 Community					

[Cancel Application](#)

Selecting timeslots for **Junior Football**

Winter 2022-2023 01 Apr 2022 [Edit](#)

J.L. Murphy Reserve

J.L. Murphy Reserve - Aanenson (Permit) 4:00 PM - 5:00 PM  
04 Apr 2022 - 29 Aug 2022  
[Weekly](#)



From the booking details screen you will have the ability to edit or delete timeslots from each of your activities or add a new activity request to your selections.

Booking Details of IB1052 ×

Filter by date Add Another Request

Women's Senior Football 01 Apr 2022 - 31 Aug 2022	0 Date(s) selected	Location(s)	▼
Veterans Football 01 Apr 2022 - 31 Aug 2022	0 Date(s) selected	Location(s)	▼
Junior Football 04 Apr 2022 - 29 Aug 2022	21 Date(s) selected	Weekly 1 Location(s)	■ ▲

**J.L. Murphy Reserve**

J.L. Murphy Reserve - Aanenson 04 Apr 2022 - 29 Aug 2022	21 Date(s) selected	Weekly	4:00 PM - 5:00 PM	■ ▲
-------------------------------------------------------------	---------------------	--------	-------------------	-----

1. 04 Apr 2022	Mon	4:00 PM - 5:00 PM	1	✎ ■
2. 11 Apr 2022	Mon	4:00 PM - 5:00 PM	1	✎ ■
3. 18 Apr 2022	Mon	4:00 PM - 5:00 PM	1	✎ ■
4. 25 Apr 2022	Mon	4:00 PM - 5:00 PM	1	✎ ■
5. 09 May 2022	Mon	4:00 PM - 5:00 PM	1	✎ ■

Items per page: 5 1 - 5 of 21 < >

## 8. Finalise Date and Time

Once the Date/ Time selections are completed and all conflicts have been resolved, click on **Next** to proceed with the booking.

New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking ✕

Last save: 19 Jul 2021

Progress: ✓ Term ✓ Venue 🔄 Date & Time 4 Questionnaire 5 Documents 6 Submit Application

Select Date or Time Ad hoc Dates Recurring Dates Selection View Availability View

Select Activity Name: Women's Senior Football

Select Day(s): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10 PM	11 PM
J.L. Murphy Reserve								
J.L. Murphy Reserve - Aanenson								
J.L. Murphy Reserve - Soccer Pitch 3 Community				04 Apr 2...				

Cancel Application Previous Next

## Step 4: Completing the questionnaires

Questionnaires take the place of separate application forms for many of our venues to make it easier for you to provide us with the information we need to process your booking. A questionnaire will need to be completed for each activity you are booking.

Seasonal Sport Hire IB1052 Draft Booking

Last save: 19 Jul 2021

Term  Venue  Date & Time  Questionnaire  Documents  Submit Application

### Questionnaire

Activity Name  Location

0 out of 75 answered Show mandatory

#### Booking Questions

##### Junior Football

Q1. Please note that your request must be approved prior to any use of the facility taking place, and the City of Port Phillip reserves the right to restrict access to sportsgrounds and associated facilities? \*

Q2. Please provide the name and contact information (Name, Position, Postal Address, Email and Phone Number) for one committee member who will be the contact for Council. Council will only contact one person to avoid confusion and miscommunication between Council and the Club. It is the Club's responsibility to inform Council of any changes, and it is preferable that a designated email address be established that does not change when the club contact changes (eg. contact@sportsclub.com.au)? \*

Q3. Please provide contact information for the league with which your club is affiliated including Association Details, Postal Address and Email Address? \*

Q4. Please provide contact information for the City of Port Phillip to make accessible to the community through its website and customer services department including: - Club name - Website - Contact Name - Contact Phone - Contact Email? \*

Q5. Details of the type of sport played? \*

Q6. Please provide a breakdown of male and female club membership in the following categories: Junior (16 and Under), Senior, Vetrans and Social? \*

Q7. Please provide a breakdown of Teams including the number of teams and their grades: Junior Girls, Junior Boys, Junior Mixed, Senior Women, Senior Men and Vetrans? \*

Q8. Does your club offer programs for people with disabilities? \*

Q9. If yes, please specify the program and number of participants?

Q10. What percentage of your membership is from a CALD community? CALD refers to participants from a culturally and linguistically diverse background? \*

Q11. Are all your club players amateurs (ie. players that do not receive payments or derive benefit from the club or its sponsors for their participation)? \*

You can filter questionnaires by activity or location by selecting the criteria from the drop down boxes at the top of the screen.

The screenshot shows a progress bar at the top with six steps: Term, Venue, Date & Time, Questionnaire, Documents, and Submit Application. The 'Questionnaire' step is currently active, indicated by a pencil icon. Below the progress bar, there are two dropdown menus: 'Activity Name' with 'Any' selected and 'Location' with 'Any' selected. A red box highlights these two dropdown menus. At the bottom left, it says '0 out of 75 answered' and at the bottom right, there is a 'Show mandatory' toggle switch.

Once you have completed all mandatory questions, select **Next** to proceed with your enquiry.

## Step 5: Upload required documents

Some events require you to include documents within your application. You will need to add all mandatory documents before you are able to submit your application.

To load new documents to your booking, select the **Document Type** that reflects the document you are uploading from the dropdown box.

The screenshot shows the 'Documents' step in the booking process. The progress bar at the top shows 'Documents' as the active step, indicated by a circle with the number 5. Below the progress bar, there is a section titled 'Documents' with the text: 'To complete the application the below document(s) should be submitted along with the application.' Below this text, there is a list of required documents: 'Public Liability Insurance'. Underneath the list, there is a dropdown menu labeled 'Select document type:' with 'Public Liability Insurance' selected. A red arrow points to this dropdown menu. Below the dropdown menu, there is a large dashed box containing a file upload icon and the text: 'Drop file here, or [Select a file from your device](#) (Maximum file size: 10MB)'. At the bottom of the form, there is a section titled 'Uploaded Documents'.

Then either drag and drop or upload your files into the upload box provided

New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking 📄

Last save: 19 Jul 2021

Term  Venue  Date & Time  Questionnaire  Documents **5** Submit Application **6**

Documents

To complete the application the below document(s) should be submitted along with the application.

- Public Liability Insurance

Document Type  
Select document type: Public Liability Insurance

📄 Drop file here, or [Select a file from your device](#)(Maximum file size: 10MB)

Uploaded Documents

Cancel Application Previous Next

Your documents will be visible at the bottom of the screen.

Public Liability Insurance

Document Type  
Select document type: Public Liability Insurance

📄 Drop file here, or [Select a file from your device](#)(Maximum file size: 10MB)

Uploaded Documents

Public Liability Insurance Public Liability Insurance 📄

Cancel Application Previous Next

Once all mandatory documents have been completed select **Next** to proceed to the final step.



New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking 📄

Last save: 19 Jul 2021

✓ Term✓ Venue✓ Date & Time✓ Questionnaire5 Documents6 Submit Application

Documents

To complete the application the below document(s) should be submitted along with the application.

- Public Liability Insurance

Document Type

Select document type: Public Liability Insurance

📄 Drop file here, or [Select a file from your device](#) (Maximum file size: 10MB)

Uploaded Documents

Public Liability Insurance Public Liability Insurance 🗑

Cancel ApplicationPreviousNext ←

## Step 6: Submit your application

This is the final stage where you can review your booking details before submitting. It is important that you review the details as you will be unable to amend your booking once submitted.

New casual Hire Alma ☰

Seasonal Sport Hire IB1052 Draft Booking ■

Last save: 19 Jul 2021

Progress: ✓ Term ✓ Venue ✓ Date & Time ✓ Questionnaire ✓ Documents 6 Submit Application

### Submit Application

Type in your personal name/reference  
Booking application for: Junior Football

Filter by date ▾

Junior Football 04 Apr 2022 - 29 Aug 2022	21 Date(s) selected	Weekly 1 Location(s) ▾
Veterans Football 04 Apr 2022 - 29 Aug 2022	22 Date(s) selected	Weekly 1 Location(s) ▾
Women's Senior Football 04 Apr 2022 - 29 Aug 2022	22 Date(s) selected	Weekly 1 Location(s) ▾

Documents

Public Liability Insurance

Additional Notes

Type your notes here... ⌵

By submitting this application I accept to all venue hire [Terms and Conditions](#) of the council.  
I understand this is a request only and will be assessed. This is not a confirmed booking.  
I have checked my request and confirm it is accurate.\*

Cancel Application Previous Submit

Once you are happy with your booking details and you have all green ticks across the progress bar you are ready to submit.

Add any additional notes and ensure that you agree to our terms and conditions before selecting **Submit**

Documents

Public Liability Insurance

Additional Notes

Type your notes here...

Please consider us for booking as we have been hiring this facility for the last 20 years

By submitting this application I accept to all venue hire Terms and Conditions of the council.  
I understand this is a request only and will be assessed. This is not a confirmed booking.  
I have checked my request and confirm it is accurate.\*

[Cancel Application](#) [Previous](#) [Submit](#)

Once submitted, your booking will appear in your booking portal as Pending Approval.

## My Bookings

UPCOMING BOOKINGS PAST BOOKINGS

Sort Booking Date

Search By Booking Ref

<b>IB1052</b> Pending Approval City of Port Phillip Football Lovers Created 19 Jul 2021	EVENT DATE 04 Apr 2022 - 29 Aug 2022	OUTSTANDING AUS\$0.00	TOTAL AUS\$0.00	<a href="#">INVOICES</a> <a href="#">MANAGE</a>
<b>BP1050</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM	OUTSTANDING AUS\$100.00	TOTAL AUS\$1,461.00	<a href="#">INVOICES</a> <a href="#">VIEW</a>
<b>BP1049</b> Approved Community Centre - Casual Hire Created 19 Jul 2021	EVENT DATE 21 Jul 2021 4:00 AM - 8:00 AM	OUTSTANDING AUS\$0.00	TOTAL AUS\$254.00	<a href="#">INVOICES</a> <a href="#">VIEW</a>
<b>IB1048</b> Draft Booking test Created 19 Jul 2021	EVENT DATE 19 Jul 2021 - 30 Jun 2022	OUTSTANDING AUS\$0.00	TOTAL AUS\$0.00	<a href="#">INVOICES</a> <a href="#">MANAGE</a>
<b>BP1045</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM	OUTSTANDING AUS\$508.00	TOTAL AUS\$1,778.00	<a href="#">INVOICES</a> <a href="#">VIEW</a>

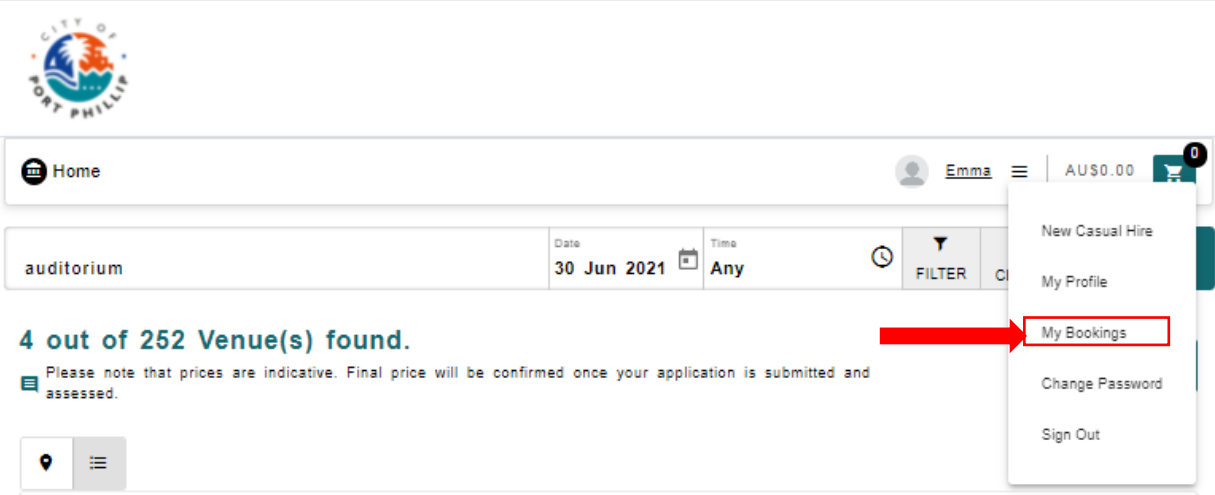
Items per page: 5 1 - 5 of 14

Please note that the councils booking team will review your submission in line with all required Council Policies and Processes. Your booking dates are not confirmed until you receive confirmation and your booking becomes "approved" status. Please refer to the relevant policies for further information on the approval process and approval time frames.



# Rolling over a past regular booking

Log into the City of Port Phillip Booking Portal using your usual credentials and select **My Bookings** from the menu bar.



Find the booking that you want to rollover and select **View**.

## My Bookings

UPCOMING BOOKINGS PAST BOOKINGS

Sort: Booking Date

Search By Booking Ref

<b>IB1052</b> Pending Approval City of Port Phillip Football Lovers Created 19 Jul 2021	EVENT DATE 04 Apr 2022 - 29 Aug 2022	OUTSTANDING AU\$0.00	TOTAL AU\$0.00	INVOICES	MANAGE
<b>BP1050</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 12:00 PM - 19 Aug 2021 4:00 PM	OUTSTANDING AU\$100.00	TOTAL AU\$1,401.00	INVOICES	VIEW
<b>BP1049</b> Approved Community Centre - Casual Hire Created 19 Jul 2021	EVENT DATE 21 Jul 2021 4:00 AM - 8:00 AM	OUTSTANDING AU\$0.00	TOTAL AU\$254.00	INVOICES	VIEW
<b>IB1048</b> Draft Booking test Created 19 Jul 2021	EVENT DATE 19 Jul 2021 - 30 Jun 2022	OUTSTANDING AU\$0.00	TOTAL AU\$0.00	INVOICES	MANAGE
<b>BP1045</b> Approved Community Centre - Regular Hire Created 19 Jul 2021	EVENT DATE 22 Jul 2021 4:00 PM - 12 Aug 2021 8:00 PM	OUTSTANDING AU\$508.00	TOTAL AU\$1,778.00	INVOICES	VIEW

Items per page: 5 1 - 5 of 14

Select **Rollover Booking** to open the rollover application screen

Home    New Casual Hire    New Regular Hire    Alma    AU\$31.75

Upcoming Bookings > IB1052

← BACK    **ROLLOVER BOOKING**    UPLOAD FILE    REQUEST CANCELLATION    UPDATE BOOKING

Please click "Update Booking" to save your booking changes.

**IB1052**  
**City of Port Phillip Football Lovers**  
 Sports and Recreation | 04 Apr 2022

Pending Approval  
 TOTAL AU\$0.00

To add items to your booking such as AV Equipment and/or to specify the floor layout for seating please use the 'Add Extras/ Questions' buttons below. Please note that items vary based on venue selected. For all other changes such as changing your booking date or time, please contact us directly.

EXPAND ALL

J.L. Murphy Reserve - Aanenson (Permit)						
Start Date	End Date	Attendees	Total			
04 Apr 2022	31 Aug 2022	1	AU\$0.00			
DATE	START TIME	END TIME	ATTENDEES	RATE	TOTAL	
04 Apr 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	
11 Apr 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	
18 Apr 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	
25 Apr 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	
09 May 2022 Monday	4:00 PM	5:00 PM	1	AU\$0.00 X 1 Day	AU\$0.00	

Items per page: 5    1 - 5 of 21

From the **Rollover Application** screen, select a **Booking Term**

Rollover of Application - IB1052

Select an appropriate term for your booking

Booking term	From	To	Book before
Winter 2022-2023	01 Apr 2022	31 Aug 2022	31 Mar 2022
Summer 2022-2023	01 Oct 2022	28 Feb 2023	30 Sep 2022
School Booking	01 Jan 2021	31 Dec 2021	05 Oct 2021

Create Booking

You will then need to confirm the **Activity details**. You may add a new request or delete bookings at this point.

Rollover of Application - IB1052

Select an appropriate term for your booking

Booking term	From	To	Book before
Winter 2022-2023	01 Apr 2022	31 Aug 2022	31 Mar 2022
Summer 2022-2023	01 Oct 2022	28 Feb 2023	30 Sep 2022
School Booking	01 Jan 2021	31 Dec 2021	05 Oct 2021

Request your bookings



Request your desired activity type, name and participants

Activity Type	Activity Name	Participants
Seasonal Sports - Winter Season	Junior Football	1
Seasonal Sports - Winter Season	Veterans Football	1
Seasonal Sports - Winter Season	Women's Senior Football	1

+ Add Another Request

Next, choose the date you want the bookings to start and the information you want to rollover

Select the following details that you wish to roll over

Start the rollover bookings from   

Select the following details that you wish to roll over

Recurrence pattern  
0 Date(s)

Ad hoc dates  
0 Date(s)

Answers of questionnaires

Documents

Upsells  
0 Item(s)

[Create Booking](#)

Once you are happy with your details, select **Create Booking**

Rollover of Application - IB1052 ×

Select an appropriate term for your booking



<p>Booking term Winter 2022-2023</p> <p>From To 01 Apr 2022 31 Aug 2022</p> <p>Book before 31 Mar 2022</p>	<p>Booking term Summer 2022-2023</p> <p>From To 01 Oct 2022 28 Feb 2023</p> <p>Book before 30 Sep 2022</p>	<p>Booking term School Booking</p> <p>From To 01 Jan 2021 31 Dec 2021</p> <p>Book before 05 Oct 2021</p>
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**Request your bookings**  
Request your desired activity type, name and participants

Activity Type	Activity Name	Participants
Seasonal Sports - Winter Season	Junior Football	1
Seasonal Sports - Winter Season	Veterans Football	1
Seasonal Sports - Winter Season	Women's Senior Football	1

[+ Add Another Request](#)

Select the following details that you wish to roll over

Start the rollover bookings from   

Select the following details that you wish to roll over

Recurrence pattern  
0 Date(s)

Ad hoc dates  
0 Date(s)

Answers of questionnaires

Documents

Upsells  
0 Item(s)

[Create Booking](#)

This will create a draft booking for you to review and submit for that period.