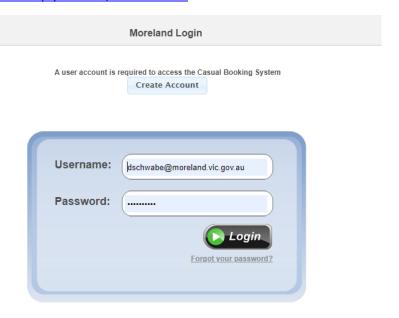
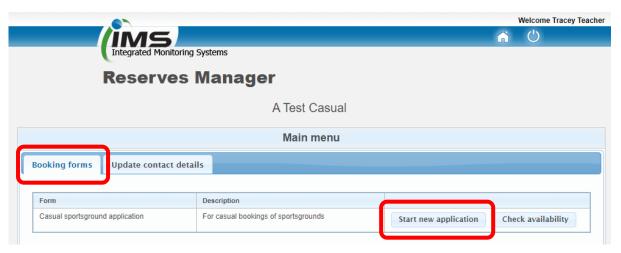


IMS Reserves Manager – Casual Booking Applications

1. Log-in at https://www.imscomply.com.au/morelandcm



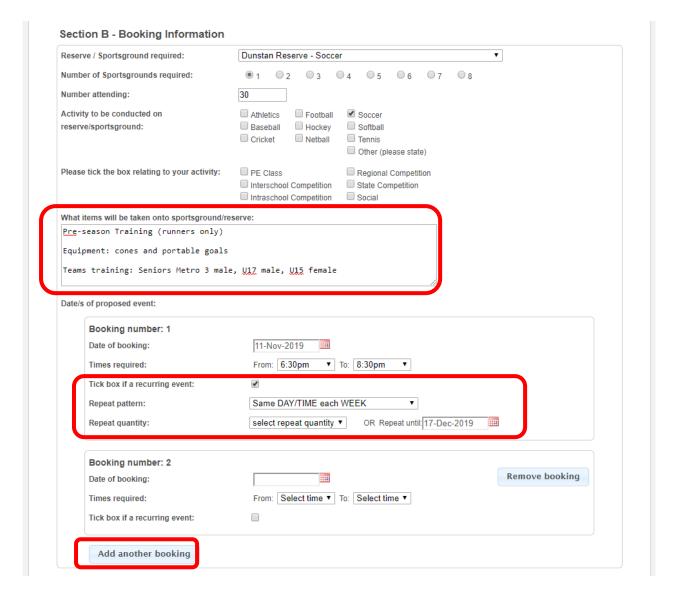
2. Select "Booking forms" tab and select "Start new application".



3. Check club contact details in Section A of the application, where you can edit as required.



- 4. Section B is where all the important booking details are required, please ensure you complete each field.
- 5. Please list additional booking details in the text box provided for any items to be taken onto the reserve.
- 6. Dates can be a one off or reoccurring. Please select the box if reoccurring and use the "Same DAY/TIME each WEEK" option, then select the end date for the reoccurring days.



- 7. Add another booking if you require multiple days in a week, or multiple single dates throughout the year. Please note a casual booking application is for a single reserve. If multiple grounds are required, a separate application is required for each ground.
- 8. Section C requires a current PLI, bookings cannot be submitted or approved without one.
- 9. **Section D** requires you to open the Terms and Conditions PDF before submitting the application. These terms and conditions are mandatory for all Casual Bookings.
- 10. A tick box will become available after viewing the terms and conditions, allowing you to agree to the terms and conditions. This tick box is required to submit the application.
- 11. To submit the application, please select "Submit Application". If you need to save it and return to it at another time, you can also select "Save Incomplete Application". The application will be saved and can be selected in the "Booking forms" tab in your IMS account.

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.

Section D - Terms and Conditions

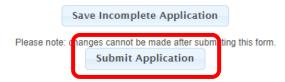
Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.



Privacy statement

The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

I, on behalf of the organisation / group, agree to all terms and conditions.



If you have any issues or questions regarding this booking process, please contact me.

Dani Schwabe

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