



IMS Reserves Manager – Casual Booking Applications

1. Log-in at [Reserves manager Login \(imscomply.com.au\)](https://imscomply.com.au)

recreation@merri-bek.vic.gov.au

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[Forgot your password?](#)

[Sign in](#)

[Create account](#)

2. Select **“Application forms”** tab go to the **“Casual sportsgrounds bookings”** section and select **“Start application”**. Select the **“Check availability”** button to review current sports grounds availability.

Applications/licence forms

Sportsground allocation applications

Lease type	Season open date	Applications open	Applications close	Status	Action
Annual Season	01 Apr 2023 - 31 Mar 2024	06 Jan 2023	07 Feb 2023	Allocations closed	

Casual sportsground bookings

Booking type	Description	Action
Casual sportsground application	For casual bookings of sportsgrounds	Start application Check availability

Submitted bookings

Application ID	Booking start date	Booking type	Status	Action
13504		Casual sportsground application		Continue application Cancel

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

Casual sportsground application

Contact Details

Name of Organisation / Group	A Test Club		
First name	A Test	Preferred contact number	03 9248 1111
Last name	Club	ADN	
Address	90 Bell Street		
Suburb	Coburg		
State	VIC		
Postcode	3058		
Login details			
Username / email		Password	ATestClub

- Booking information** is where all the important booking details are required, please ensure you complete each field.
- Please list additional booking details in the text box for any items to be taken onto the reserve.
- Dates can be a one-off or reoccurring. Please tick box for **“Repeat pattern”** if the booking is reoccurring. Click on the arrow on the right-hand side and select an option, then select the “Repeat quantity by weeks or the end date for the reoccurring days.

The screenshot shows a 'Booking Information' form for 'Dunstan Reserve - Soccer'. The form includes fields for 'Reserve/sportsground required', 'Number of sportsgrounds required', 'Number attending', 'Activity to be conducted on reserve/sportsground', 'Please tick the box relating to your activity', 'Is this for an event?', and 'What items will be taken onto reserve/sportsground'. The 'What items' field is highlighted with a red box and contains the text: 'Pre-season training (runners only)', 'Equipment: cones and portable goals', and 'Teams training: seniors Metro 3 male, U17 male, U15 female'. Below this, there are radio buttons for 'Yes' and 'No' for 'Do you need access to public toilets?'. The bottom section, 'Date(s) of proposed event', includes 'Booking number: 1', 'Date of booking' (07 Oct 2023), 'Times required' (From 6:30pm, To 8:30pm), a checked 'Tick box if a recurring event', 'Repeat pattern' (Same TIME each DAY inc. WEEKENDS), 'Repeat quantity' (select repeat quantity), and 'Repeat until' (25 Nov 2023). A red box highlights the 'Add another booking' button at the bottom right.

- 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.
- Certificate of Public Liability Insurance** requires a current PLI policy to be attached, bookings cannot be submitted or approved without one.
- COVID Risk Management Plan** requires you to attach a Risk Management Plan according to DHHS guidelines open, bookings cannot be submitted or approved without one.
- Terms and Conditions** requires you to open the Terms and Conditions PDF before submitting the application. These terms and conditions are mandatory for all Casual Bookings.
- 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.

12. 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.

Certificate of Public Liability Insurance

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

COVID Risk Management Plan

Please upload a Risk Management Plan according to the latest DHHS Guidelines. This plan should detail how you will comply with those guidelines. Upload

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.

Terms and Conditions

Terms and Conditions PDF Download

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

* Checkbox becomes enabled once the Terms and Conditions PDF is downloaded

Save incomplete application

Submit application

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

Sport & Recreation Administration Officer | Merri-bek City Council

P: +61 3 9240 2372

E: recreation@merri-bek.vic.gov.au

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