IMS Booking system

User guide

About this program

The program is used to manage bookings, collating all the required paperwork and data to allow council to manage clashes and approve bookings.
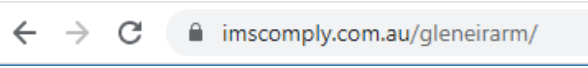
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Logging on

This program is cloud based and can be accessed from any computer or device with internet connection. You will need to set up an account with your unique username and password.

Tip: Save www.imscomply.com.au in your email system as "not junk" to ensure you receive these notifications.
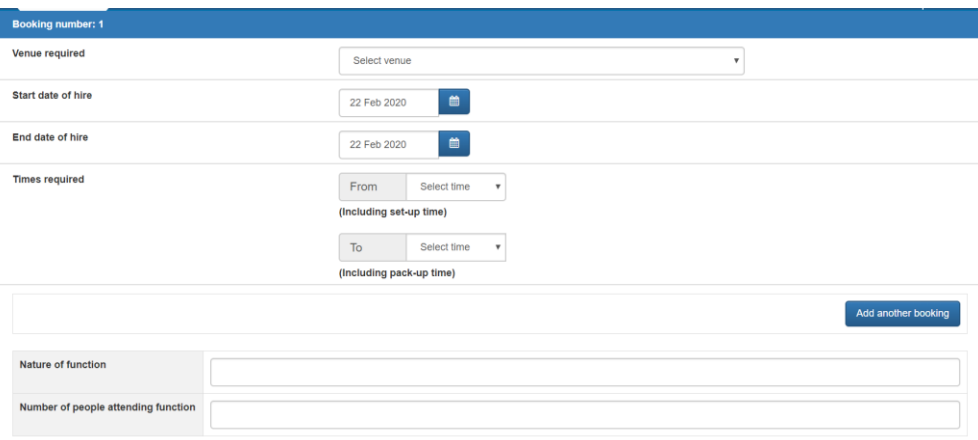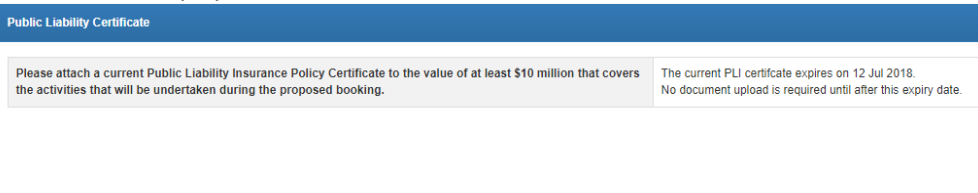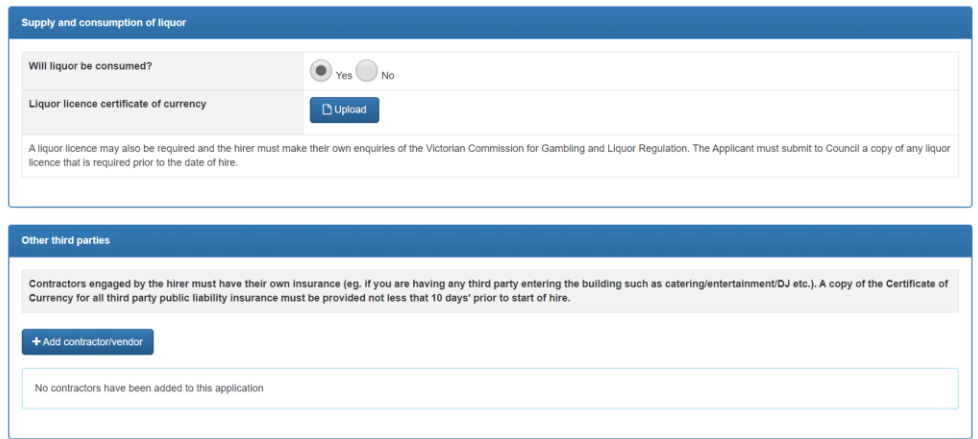
Step 1 Cut and paste the program URL supplied into your preferred internet browser.	← → C 🔒 imscomply.com.au/gleneirarm/

Step 2 Select **Create account.** Fill out required information and select Register.	Email address Password Forgot your password? **Sign in**

Step 3 An email will be sent to your email address. Click on the link per email to validate and activate your account.	Activation is required to access your casual bookings account. The activation code will expire in 24 hours. To activate your Glen Eira City Council - Reserves Manager casual bookings account, click on the link below or copy and paste the link into your browser. https://www.imscomply.com.au/gleneirarm/activate.php?q=UH77U7Bg1580858580 Once activated, go to https://www.imscomply.com.au/gleneirarm/ and login within the details below.

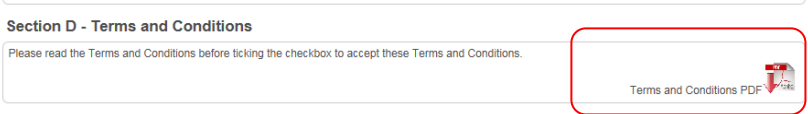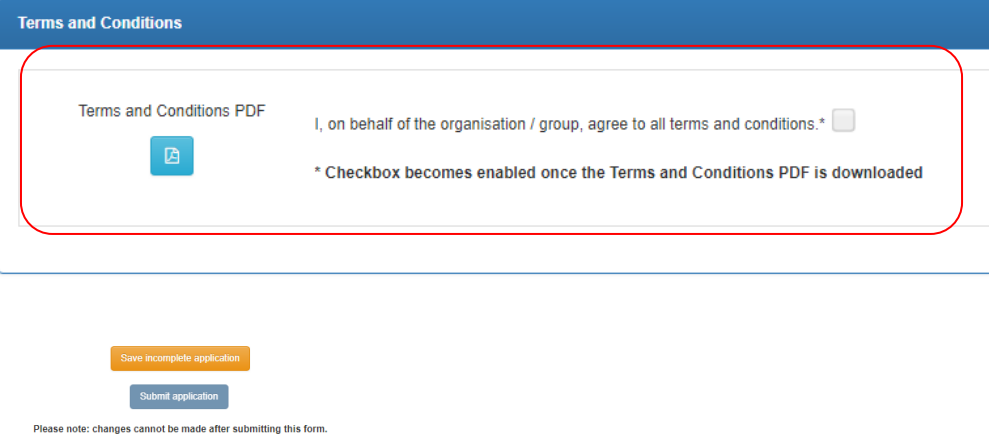|	
Step 4 Your email will become your username, select a password and **sign in**.	Email address Password Forgot your password? **Sign in**

Update your contact details

About	How to
Update contact details You can keep your key contact's details up to date in this area including: – Contact details – Password and email	Always ensure there is a valid email address entered, so email alerts can be received and attended to. If you change your email address, your username will change to reflect this. Click on **save changes** if any edits are made.

Venue – Function room booking

About	How to
Check availability for the date you are interested in or if you have already checked the availability of the date – start application	

About	How to
Booking information Select venue and provide details on your needs. Complete application form.	**Booking number: 1** Venue required — Select venue Start date of hire — 22 Feb 2020 End date of hire — 22 Feb 2020 Times required — From: Select time (Including set-up time) / To: Select time (Including pack-up time) Add another booking Nature of function Number of people attending function
Public Liability Certificate You will be required to upload this document.	If you are hiring a third party (entertainer etc) you will need to include a copy of their public liability insurance. Click on upload to add document to the application and enter an expiry date. **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. The current PLI certifcate expires on 12 Jul 2018. No document upload is required until after this expiry date.
Will liquor be consumed If there are 40 or more people in your group and at least one person will be consuming alcohol – you require written permission from Council.	**Supply and consumption of liquor** Will liquor be consumed? ⦿ Yes ◯ No Liquor licence certificate of currency — Upload A liquor licence may also be required and the hirer must make their own enquiries of the Victorian Commission for Gambling and Liquor Regulation. The Applicant must submit to Council a copy of any liquor licence that is required prior to the date of hire. **Other third parties** Contractors engaged by the hirer must have their own insurance (eg. if you are having any third party entering the building such as catering/entertainment/DJ etc.). A copy of the Certificate of Currency for all third party public liability insurance must be provided not less that 10 days' prior to start of hire. + Add contractor/vendor No contractors have been added to this application

About	How to
Terms and conditions Read terms and conditions.	Click on the T&C PDF to read. This must be opened before the applicant can submit the application. Section D - Terms and Conditions Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions. Terms and Conditions PDF
Submit application When all required fields have been entered and the *Terms and Conditions* opened and agreed to via the checkbox, the *Submit Application* icon will be available.	Tick the checkbox agreeing to the terms and conditions. **Submit application**. Terms and Conditions Terms and Conditions PDF 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 Please note: changes cannot be made after submitting this form.

Once your application is submitted

Council will receive your application and either approve your 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 **Applications/licence forms** tab. An invoice will be sent for payment to secure the booking.

If you have any further queries, please contact the Venue Bookings Officer on venues@gleneira.vic.gov.au or 9524 3333.