

# Bookable User Guide

## Expression of Interest – Seasonal

GRC Programming and Operations





# OVERVIEW

**Bookable**

## Topics

**Bookable landing page**

**Fees and Charges**

**Registration**

**Login**

**Expressions of Interest**

Schedule Regular

Schedule Irregular

**Payments**



# Fees and Charges

Fees and Charges breakdown:

<https://www.georgesriver.nsw.gov.au/Council/Fees-and-Charges> -

The screenshot shows the website's navigation menu with links for Home, Council, Community, Business, Services, Environment, and Development, along with a search function. The breadcrumb trail indicates the current location: Council > Publications > Fees and Charges. The main heading is 'FEES AND CHARGES'. The page content states that the council has approved fees and charges for various services, which are reviewed annually and open for public comment. It provides a list of links for adopted fees and charges from 2019-20 to 2024-25. A sidebar on the left contains a menu with 'Fees and Charges' highlighted, along with other links like 'Keeping our community informed', 'Annual Reports', 'Media', 'Other Corporate Documents', and 'Delivery Program and Operational Plan'.

Home Council Community Business Services Environment Development SEARCH Q

You are here: Council > Publications > Fees and Charges

## FEES AND CHARGES

Council has approved fees and charges for a range of services we provide.

These Fees and Charges are reviewed each year and are placed on Your Say for public comment, before being adopted by council.

Please find Council's Adopted Fees and Charges for 2024-2025, as well as previous financial years below.

All documents are searchable PDFs. Simply open the PDF document via the hyperlinks below and conduct a search using Control F (find).

- [Georges River Council Adopted Fees and Charges 2024-25.](#)
- [Georges River Council Adopted Fees and Charges 2023-24.](#)
- [Georges River Council Adopted Fees and Charges 2022-23.](#)
- [Georges River Council Adopted Fees and Charges 2021-22.](#)
- [Georges River Council Adopted Fees and Charges 2020-21.](#)
- [Georges River Council Adopted Fees and Charges 2019-20.](#)

**Fees and Charges**

Keeping our community informed

Fees and Charges

Annual Reports

Media

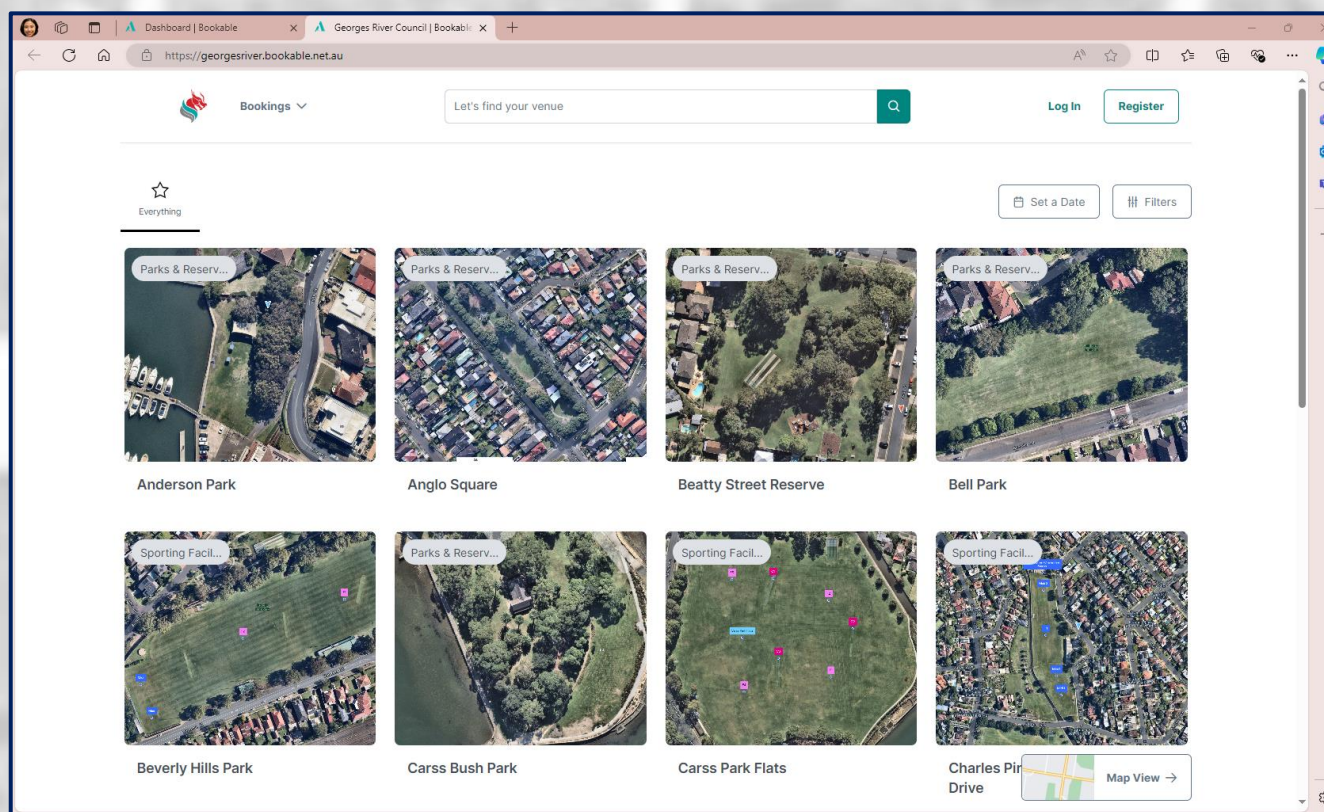
Other Corporate Documents

Delivery Program and Operational Plan



# Bookable landing page

Public site: <https://georgesriver.bookable.net.au/>





# Seasonal Expression of Interest (EOI)

## Summary

1. Login to Account
2. Switch to Expression of Interest site
3. Select Seasonal EOI
4. Select Location and Space
5. Adjust booking series (booking patterns) or irregular booking series
6. Wait for GRC booking staff to review and confirm
7. Make payment



# Important Dates

1 – 15 August 2024

Expressions of Interest Submission period

14 September 2024

2024/25 Summer Season commences

21 September 2024

Beverly Hills park, Claydon Reserve and Oatley Park will accept bookings

February 2025

2025 Winter Season Expressions of Interest opens

March 2025

2024/25 Summer Season concludes



# Expressions of Interest or Casual Hire

## Expression of Interest:

- Bookings for Sporting Fields
- Used for Seasonal Hire: Summer & Winter
- Used for Schools new year bookings
- Able to create a regular booking series
- Beneficial for bookings with multiple dates
- Online bookings calendar will be closed when an EOI submission is in progress

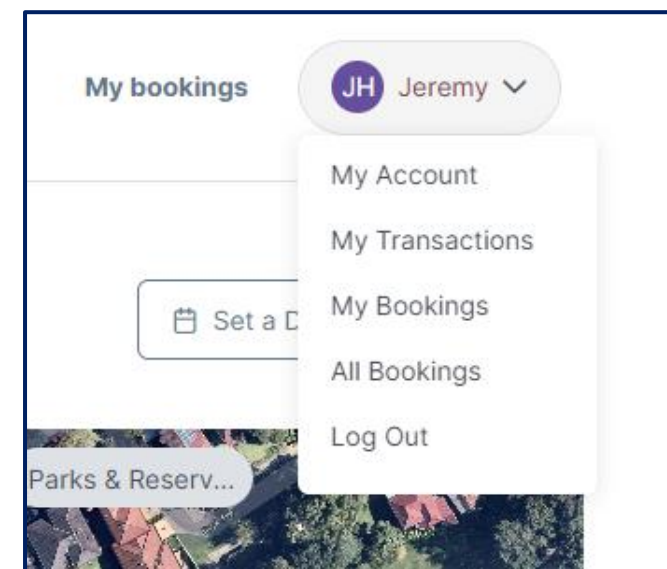
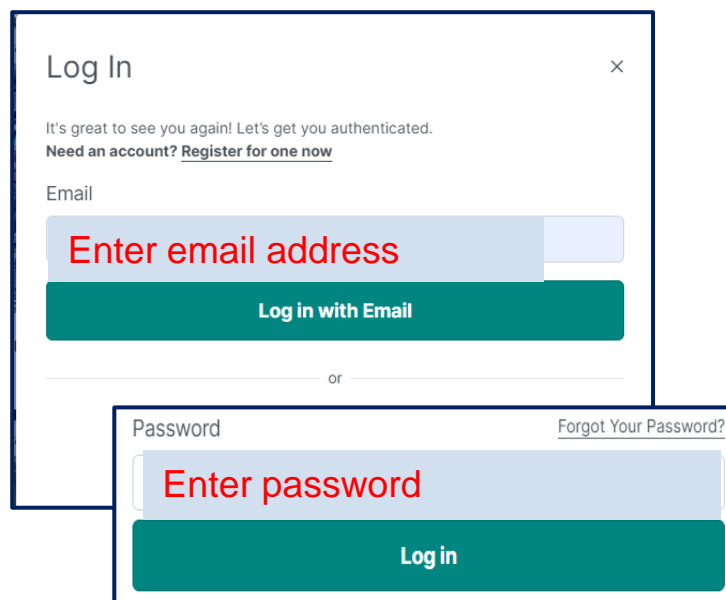
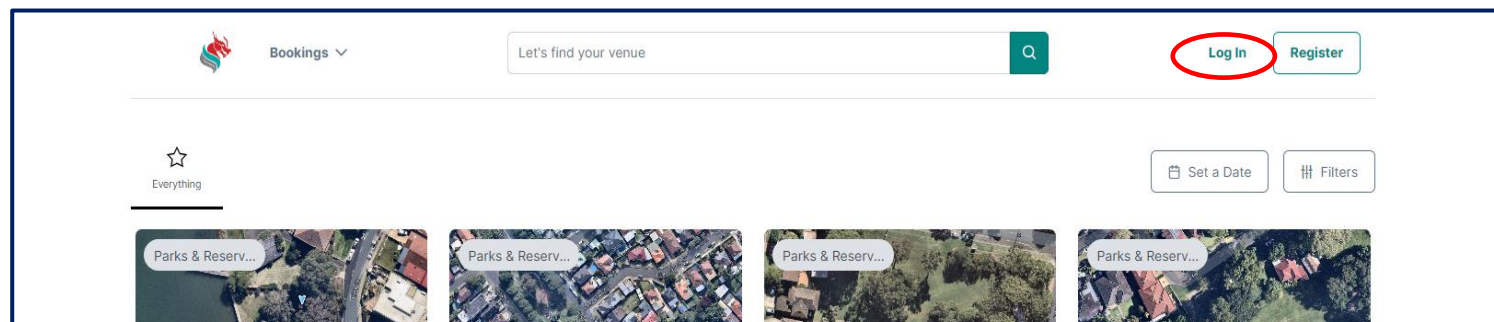
## Casual Park Hire:

- All Parks and Reserves will be able (not limited to sports)
- Can be used for all other hire
  - Weddings
  - Community Events
  - Photography



# User Login

1. Click 'Log in'
2. Enter registered email and password
3. Check top right corner for successful log in

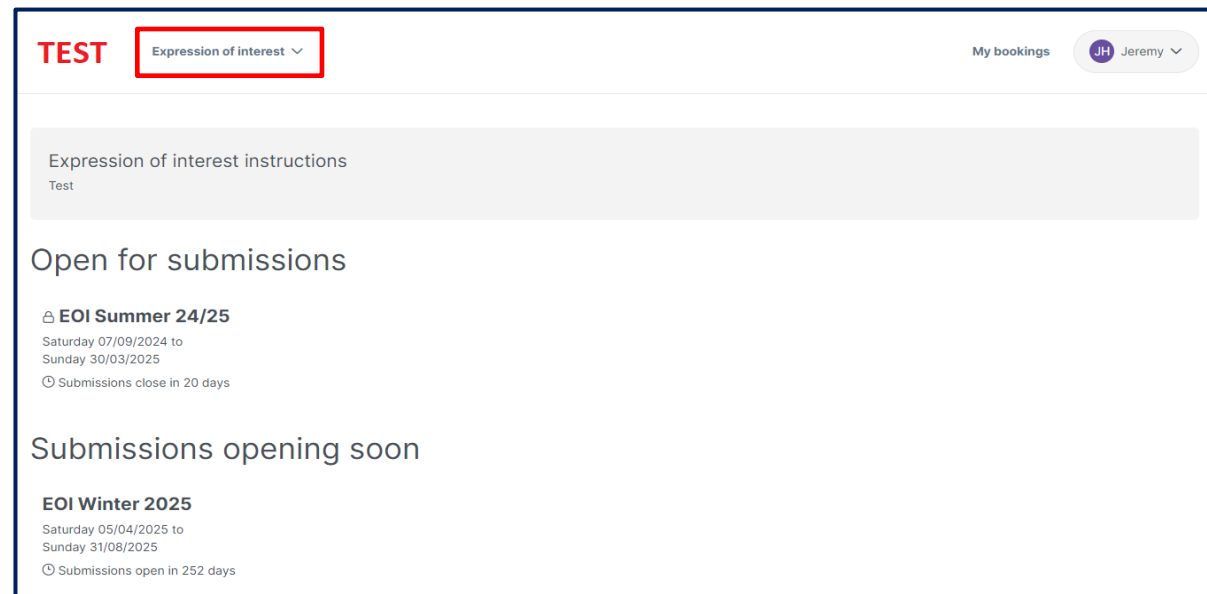
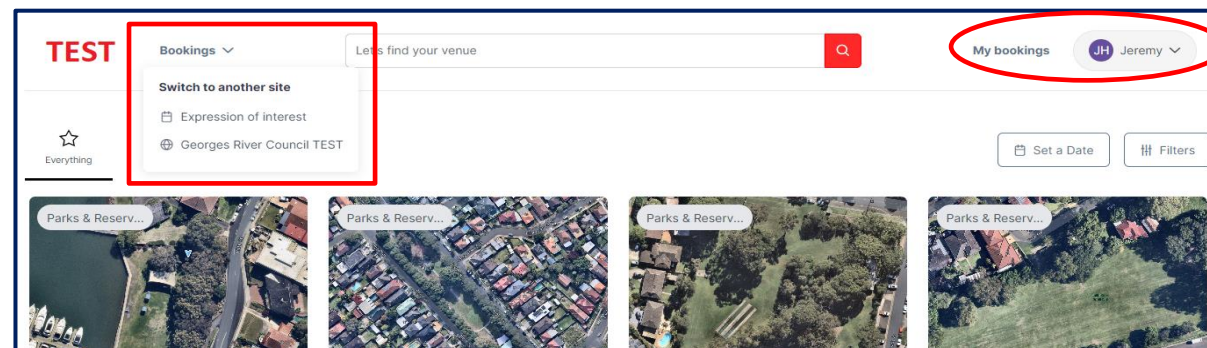




# Switch to Expression of Interest Site

Once logged in, you will be on the landing page

1. Ensure you are logged into the correct profile
2. Select '**Bookings**' on the top left to switch to the **Expression of Interest site**
3. Check top left corner to ensure the site was correctly redirected





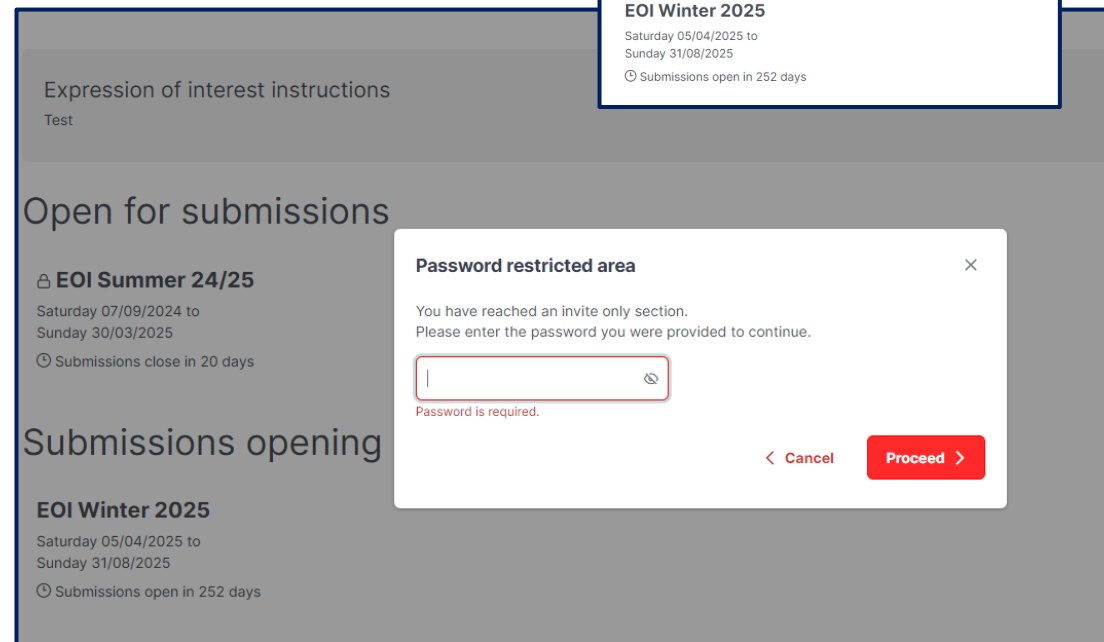
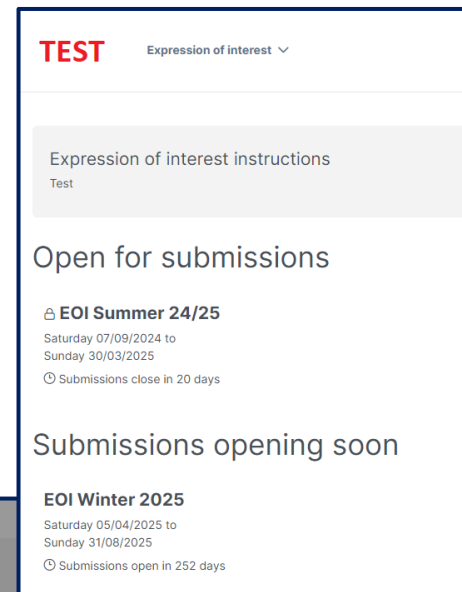
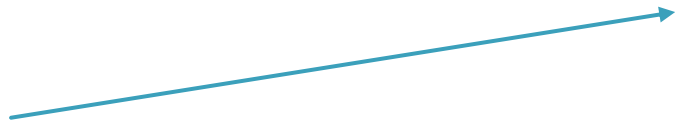
# Expression of Interest Submission

The Bookings **Calendar is locked** during the Seasonal EOI submission period. Seasonal EOIs are **password restricted**.

1. To submit Seasonal EOI, select the open Season
2. Passwords to Seasonal EOI will be emailed to registered user the day submission open

**Note:**

- Please do not share the password outside your Organisation/Company
- *Future Seasons may be visible, but submissions will not be accepted*





# Select a Location (Venue)

To find your location:

1. Click 'Book this season now' to access list of bookable locations
  - a) Select preferred location
2. OR Scroll to find preferred location and click 'Book it'

**TEST** Expression of interest ▾

🏠 > Expression of interest > Season Detail

## EOI Summer 24/25


Runs from Saturday 07/09/2024 to Sunday 30/03/2025

🕒 Submissions close in 20 days (Monday 12/08/2024 at 12:00 AM)

📍 111 sections available across 23 venues

**Book this season now**

### Available Venues and Spaces

 **Anglo Square**  
Anglo Square features bookable open grass space for picnics and smaller celebrations.

**Book It >** [Read more about the venue](#)

#### Cricket Nets

👤 Up to 100 people **Cricket Nets**

[View Details](#)

#### Available venues

- Anglo Square
- Beatty Street Reserve
- Bell Park
- Beverly Hills Park
- Carss Park Flats
- Charles Pirie Reserve / Parkside Drive
- Claydon Reserve
- Evatt Park
- Gannons Park
- Gifford Park
- Harold Fraser Oval
- Jubilee Park
- Narwee Park
- Oatley Park Sports Ground
- Olds Park
- Peakhurst Park
- Poulton Park
- Quarry Reserve
- Renown Park
- Riverwood Park
- Smith Park
- The Green Reserve
- Todd Park



# EOI Submission Details

## Check your Submission details:

- Season
  - Location (Venue)
1. Provide the following information:
    - a) Name of Submission
    - b) Purpose
    - c) Number of People Attending
  2. Check Your Booking Account is correct

1 Select 2 Choose dates 3 Confirm & Submit

**Submission details**

Season  
EOI Summer 24/25 [Not the one? Select another season](#)

Venue  
Olds Park [Not the one? Back to venues](#)

Name of Submission  
Testing - Georges Council Touch Football Society

Purpose  
Seasonal - Sports Ground Hire (Pricing TBC) X v

Number of People Attending  
80

Your Booking Account  
Proceed as  
Jeremy Hasham at Sporting Org  
(Sporting / Recreation - Clubs and Associations) [Not you? Log out](#)

Expression of interest instructions  
Test



# Schedule Times - Regular

## Enter booking series detail:

### 1. Name of Series

i.e Company Name/Abbreviation & Activity type

### 2. Booking Space

Multiple spaces can be selected if the series (repetition) is the same –

*booking times can be different*

### 3. Repetition: Days, Weeks or Months

### 4. Start date

### 5. Duration of series

10 week term = after 10 times, 1 class per fortnight = Repeat every 2 weeks

OR select a date to finish series

### 6. Save Series or Save and Add Series

Venue

Olds Park

Submission frequency

How would you like to book this season?

On a schedule - Choose repeating dates and times and override them as needed

With irregular dates - Go with ad hoc dates for bookings that don't follow a regular pattern

Schedule times

You can customise individual dates in the next step.

[+ Add another repeating series](#)

Testing - Georges Council Touch Football Society - dates
🗑️

Name of series

Which spaces would you like to book?

Playing Field 1 - Oval (Pr...  X

Playing Field 3 (Soccer ...  X

Repeat every

weeks

Which day/s would you like to book?

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

When would you like to start?

When would you like to finish?

after  time/s

On

Save series

Save and Add new Series



# Schedule Times Regular – Different Series

## Creating and entering additional booking series :

### 1. Save initial series

Click '**Save and Add New Series**' or '**Add another repeating series**'

### 2. Name of new Series

*If the series are different, please specify i.e Weekend,  
afterschool, morning*

### 3. Booking space

### 4. Repetition: Days, Weeks or Months

### 4. Start date

### 5. Duration of series

### 6. **Save Series** or **Save and Add Series**

Schedule times  
You can customise individual dates in the next step.

+ Add another repeating series

Testing - Georges Council Touch Football Society  
30 dates

Testing - Georges Council Touch Football Society (Weekend)

Name of series  
Testing - Georges Council Touch Football Society (Weekend)

Which spaces would you like to book?

Playing Field 1 - Oval (Pr... from 8 AM : 00 to 10 AM : 00 X

Playing Field 3 (Soccer ... from 8 AM : 00 to 10 AM : 00 X

Add another

Repeat every  
1 weeks

Which day/s would you like to book?  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

When would you like to start?  
09/09/2024

When would you like to finish?  
 after 1 time/s  
 On 30/03/2025

Save series Save and Add new Series



# Schedule Times Irregular

## When to use Irregular date EOI Submission?

If your organisation wishes to book multiple dates throughout the season period, users can manually enter information

### Editable information:

- Date
- Location and Space
- Time

Like other Seasonal submissions, create and enter booking information. Click '**Continue**' to proceed.

### Submission frequency

How would you like to book this season?

**On a schedule** - Choose repeating dates and times and override them as needed

**With irregular dates** - Go with ad hoc dates for bookings that don't follow a regular pattern

### Add your dates

+ Add another date

Wednesday 18/09/2024

Thursday 19/09/2024

**Thursday 10/10/2024**

Friday 03/01/2025

Monday 10/02/2025

Wednesday 12/02/2025

Monday 17/02/2025

#### Booking for Thursday 10/10/2024

On 10/10/2024

You are booking

Playing Field 1 from 9 AM : 00 to 3 PM : 00

Add another

**Continue** >



# Refine and Confirm Regular (Edit)

Once series are saved, scroll to 'Refine and Confirm' to view all dates

Number will change based on series selection

## Refinable details:

- Date
- Space
- Time

1. Select on a date to refine details

Once selected, the date should appear **red** – check the **text box** to confirm

2. Check information on all dates

3. Click '**Continue**' to proceed

Refine and confirm 89 dates

+ Add another date

Sunday 08/09/2024

Saturday 14/09/2024

Sunday 15/09/2024

**Saturday 21/09/2024**

Sunday 22/09/2024

Saturday 28/09/2024

Sunday 29/09/2024

Saturday 05/10/2024

Booking for Saturday 21/09/2024

On 21/09/2024

You are booking

Playing Field 1 - Oval (Pr... from 8 AM : 00 to 10 AM : 00 X

Playing Field 3 (Soccer ... from 8 AM : 00 to 10 AM : 00 X

Add another

Continue >





# Refine and Confirm – Overlapping Dates

If you have created multiple series for one space with different booking times, you will need to submit a different EOI.

**Note:** Clashed dates will show as **yellow**

## Example:

**Venue:** Olds Park Premium 1

**Date:** Monday 9 September 2024

**Time:** 8am to 10 am **AND** 6pm to 9pm

**You will need to submit two different EOIs for a morning and evening session**

The screenshot shows a web interface for refining and confirming bookings. At the top, a red banner with a warning icon says "Refine and confirm 118 dates". Below this, a yellow box contains the following text: "The following dates overlap, creating double bookings. Please consolidate repeated dates into one date to proceed." It explains that date clashes occur when multiple repeat series or standalone dates create a double booking, requiring consolidation. A list of overlapping dates is provided:

- Monday 09/09/2024
- Monday 16/09/2024
- Monday 23/09/2024
- Monday 30/09/2024
- Monday 07/10/2024
- Monday 14/10/2024
- Monday 21/10/2024
- Monday 28/10/2024
- Monday 04/11/2024
- Monday 11/11/2024

Below the list, there is a "+ Add another date" button and a scrollable list of dates for "Testing - Georges Council Touch Football Society (Weekend)". The dates are: Saturday 07/09/2024, Sunday 08/09/2024, Monday 09/09/2024 (highlighted in red with a warning icon), Saturday 14/09/2024, Sunday 15/09/2024, and Monday 16/09/2024 (highlighted in yellow with a warning icon). To the right, a "Booking for Monday 09/09/2024" panel is shown, which is highlighted with a red box. It displays "On 09/09/2024" and lists two booking slots: "Playing Field 1 - Oval (Pr..." from 8 AM to 10 AM, and "Playing Field 3 (Soccer ..." from 8 AM to 10 AM. An "Add another" button is also visible.



# Refine and Confirm – Public Holiday Dates and Extras

If your Seasonal dates include a **Public Holiday date**, a pop up text will be displayed for your confirmation.

1. To accept, click '**Accept Holiday Dates**'
2. To remove date from your booking, tick '**Delete**'

**Note:** There are no additional Public Holiday charges for Park hire

## Optional – Select Extras

If you wish to have sports ground lighting, please '**Add**' to your booking (fees are applicable).

1. Select location and time the lighting is required
2. Click '**Save**' to keep changes

**Note:** Lighting may not be available if it is not requested and paid for

**Holiday Dates**

The following dates included in your booking fall on holiday dates. Please delete the dates you wish to remove from your booking or click 'Accept' to proceed:

Date	Holiday Name	Delete
07/10/2024	Labour Day 2024	<input type="checkbox"/>
26/01/2025	Australia Day 2025	<input type="checkbox"/>

Cancel
Accept Holiday Dates

**Select Extras**

Please select any optional extras you'd like to include with your booking.

Name	Description	Included Dates
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Add</span> Sports Ground Lighting	Sports Ground Lighting	Wednesday 02/04/2025 Thursday 17/04/2025

← Back
Review and Finalise →

Booking Item Name	Time From	Time To	# of Units	Unit Cost	GST	Total
<input type="checkbox"/> Mini Field 2	11 AM : 00	1 PM : 00	1	\$20.00	\$1.82	\$20.00
<input type="checkbox"/> Playing Field 1 - Oval (Premium)	11 AM : 00	1 PM : 00	1	\$20.00	\$1.82	\$20.00

← Back
Save
Cancel
Review and Finalise →



# Confirm and Submit

## Check your Booking Information:

- Description (add info if necessary)
- Special requirements (if required)

\$0 pricing will show on EOI submission, but will be visible once bookings are confirmed

*Seasonal Rate Hire fees will be applied*

1 Select      2 Choose dates      3 Confirm & Submit

Confirm Submission Information

Name of Booking

Purpose of Booking

Number of People Attending

Description

Special Requirements

Testing - Georges Council Touch Football Society  
Your booking is tentatively reserved whilst you complete everything  
Starting Saturday 7th September 2024  
Olds Park  
Jeremy Hasham  
[Modify Booking](#) [Download Quote](#)

Pricing Summary

Fees	\$0.00
Bonds	\$0.00
Booking fees	\$0.00
Total incl. GST	\$0.00
Payable now	\$0.00
Payable later	\$0.00



# Confirm and Submit

1. Check '**Booking Breakdown**' to ensure date, space and time is correct

## **Mandatory documentation:**

- Organisations must upload a current Public Liability Insurance (within your account)

## **Additional documentation may be requested:**

### **Example:**

- Risk assessment
- Traffic management plan
- Mud map

**Optional Subscribing:** Add a contact to the booking

Booking creator can added a contact so others may receive the same notification and updates

Bookable Item	From	To	Unit	# of Units	Unit price	Total	GST	Issues
Saturday 7th September 2024								
Playing Field 3 (Soccer Field)	08:00 AM	10:00 AM	Hours	2		* TBC *		
Playing Field 1 - Oval (Premium)	08:00 AM	10:00 AM	Hours	2		* TBC *		
Sunday 8th September 2024								
Playing Field 3 (Soccer Field)	08:00 AM	10:00 AM	Hours	2		* TBC *		
Playing Field 1 - Oval (Premium)	08:00 AM	10:00 AM	Hours	2		* TBC *		

### Documentation

Make sure each document you upload is no larger than 30MB

Public Liability Insurance - Minimum \$20 Million  
Mandatory documentation to proceed with your booking.

No documents uploaded.

[Choose a File](#)

Additional Documents  
Provide any further documentation that will help us review your booking.

No documents uploaded.

[Choose a File](#)

### Subscribe Others to Booking Notifications

Add Contact

Name	Email	Mobil
Add a contact to subscribe other people to booking notifications.		

[Add Contact](#)

[+ Add existing contact](#)

[+ Add manual contact](#)

[Complete Booking >](#)



# Confirm and Submit – Additional Questions

1. Read checklist and accept conditions
2. Review **EOI** Terms and Conditions
3. Accept **EOI** Terms and Conditions
4. **‘Complete Booking’**
5. Review and accept **general** Terms and Conditions
6. Accept pricing will be adjusted by Bookings staff

Additional questions

### Additional Booking Information (Sporting Fields)

Please complete this checklist to finalise your Sports Ground booking request.

I acknowledge that I will require floodlights if my booking is after 4:30pm (Winter Sporting Season only). Please be advised additional fees may apply. \*

Yes

[Click here to read Council's Expressions of Interest Terms and Conditions](#)

\*

I have read and accept the Terms and Conditions of Use

[Complete Booking >](#)

### Terms and Conditions

**Terms and Conditions:**

1. Any damage to public property arising from the activities of the applicant is to be repaired solely by Council or as agreed to by both parties, at the cost of the hirer;
2. The hirer must cease activities if directed to do so by Council due to park closures or otherwise;
3. The hirer is responsible for regularly checking Council's website for updates to the Sportsfields Status webpage to determine if Council's natural turf sports fields are open or closed.
4. Any unauthorised use of Council's sports fields during times of closure may result in fines to the hirer as per the breaches of ground and facility use in Council's Schedule of Fees and Charges;
5. All litter be collected and disposed of appropriately at the conclusion of each event;
6. No alcohol be taken into or consumed within the park unless permitted by Council;

I have read and accept the Terms and Conditions. [Print](#)

[Continue](#)

### To Be Confirmed Pricing

The price for one or more of the items you have chosen needs to be confirmed by Georges River Council TEST. We will be in touch soon using the contact details you have provided.

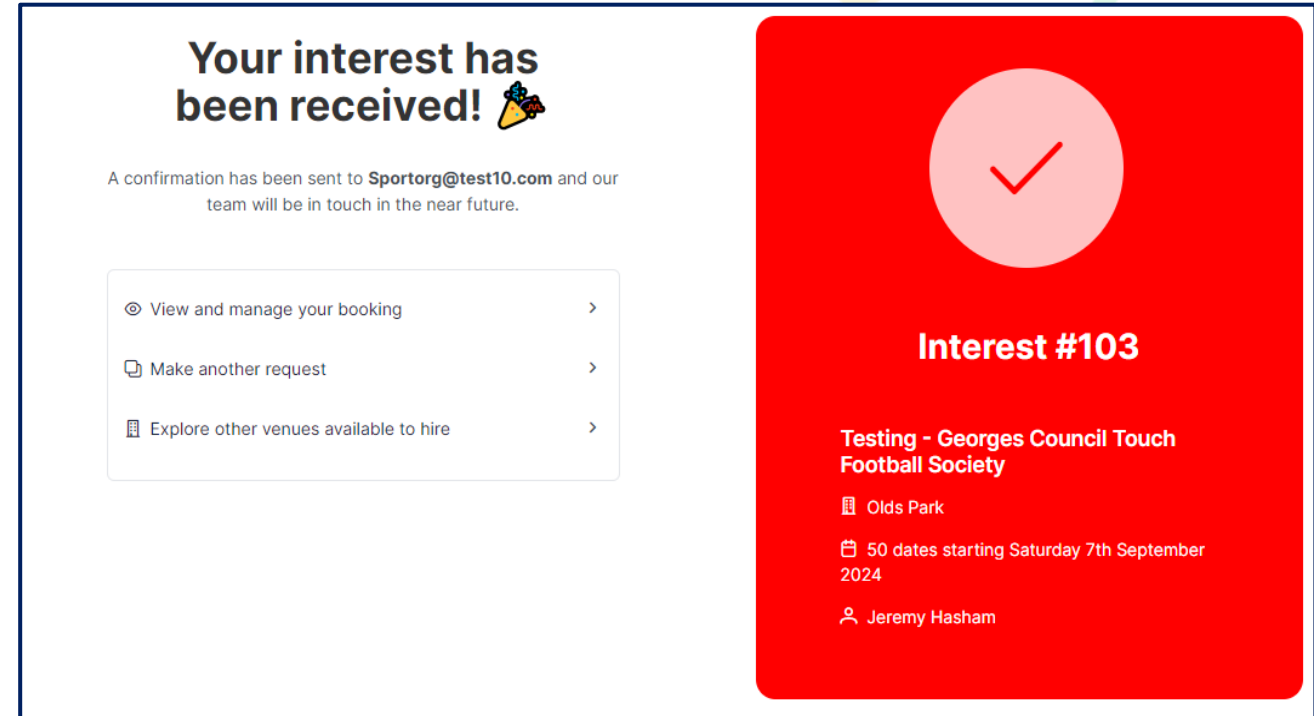
[Accept](#) [Cancel](#)

# Completed Expression of Interest

Your **Interest ID** will now appear in your account under '**My Bookings**'

Continue to lodge all your EOI's while submission period is open

Council staff will review all EOI submissions once the EOI submission period is closed, and advice the outcomes via email



The screenshot shows a confirmation page with a white background and a red sidebar on the right. The main content area has a heading "Your interest has been received!" with a party popper icon. Below the heading is a confirmation message: "A confirmation has been sent to Sportorg@test10.com and our team will be in touch in the near future." There are three menu items with right-pointing chevrons: "View and manage your booking", "Make another request", and "Explore other venues available to hire". The red sidebar on the right contains a large white checkmark icon, the text "Interest #103", and details for the booking: "Testing - Georges Council Touch Football Society", "Olds Park", "50 dates starting Saturday 7th September 2024", and the user name "Jeremy Hasham".

**Your interest has been received!** 🎉

A confirmation has been sent to **Sportorg@test10.com** and our team will be in touch in the near future.

- View and manage your booking >
- Make another request >
- Explore other venues available to hire >

**Interest #103**

Testing - Georges Council Touch Football Society

Olds Park

50 dates starting Saturday 7th September 2024

Jeremy Hasham



[www.georgesriver.nsw.gov.au](http://www.georgesriver.nsw.gov.au)

