



CAMPBELLTOWN

Sports Grounds

STEP-BY-STEP USER ONLINE BOOKING GUIDE

Use Bookable to hire our facilities and recreational spaces.

This guide will show you how to register as a sports club/association and complete a booking for Campbelltown City Council's sports grounds.

The booking of other community facilities such as the Community Halls and Campbelltown Arts Centre do not form part of this guide.



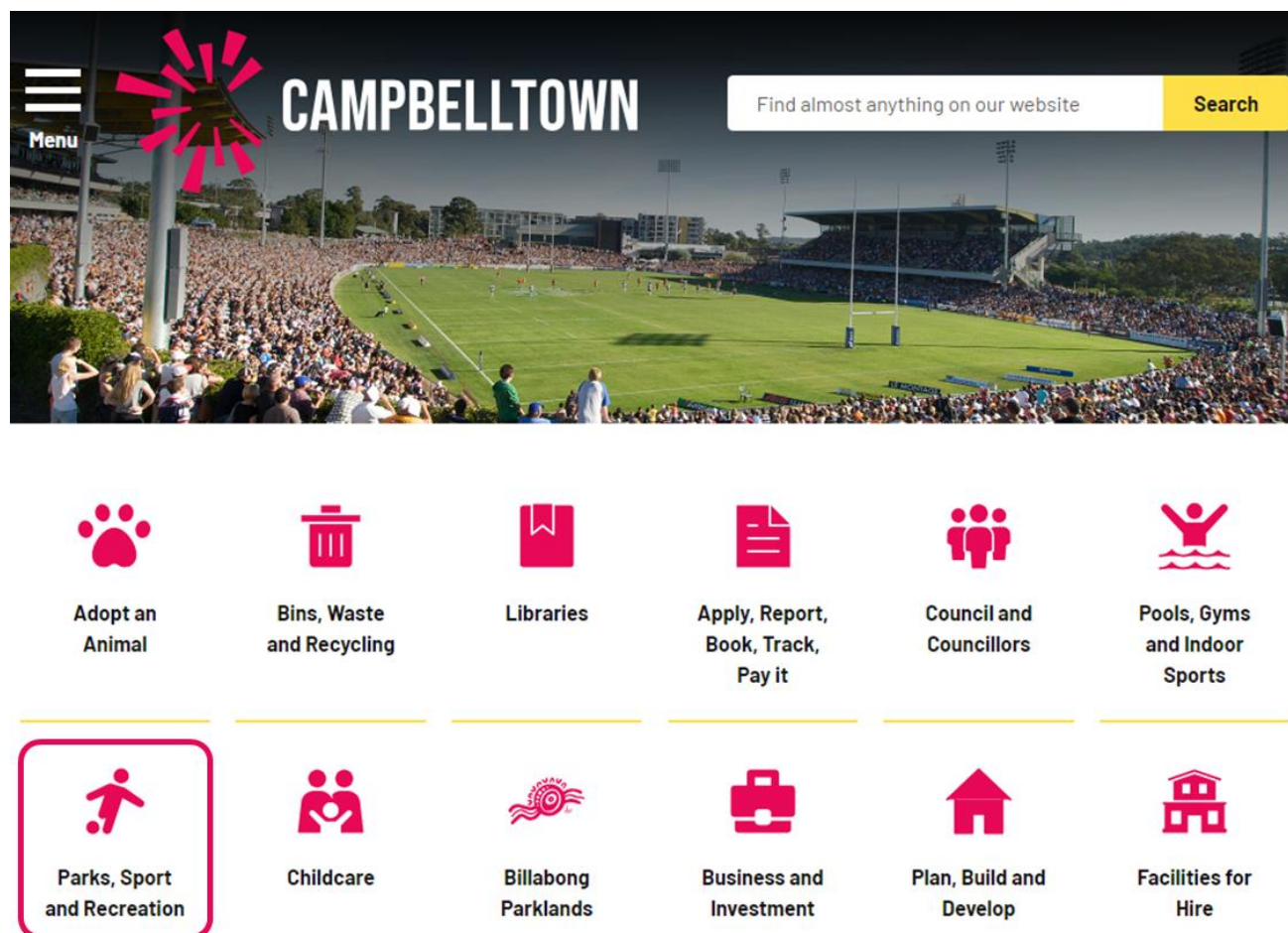
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Where to Start?

Visit the Campbelltown City Council website: www.campbelltown.nsw.gov.au.

To view a list of venues and sports grounds available to hire, click on [Parks, Sport and Recreation](#).

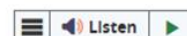


The Parks, Sport and Recreation page has links to helpful information, such as:

- [Look for a park/sports ground or things to do](#): A list of parks and sports grounds in the Campbelltown area
- [Mowing and Maintenance - Report an Issue](#): Lodge a request for mowing, maintenance (fencing, playground equipment damage, broken flood light, etc.) and graffiti hits
- [Sports Ground Status](#): Check the status of the sports grounds before use
- [Parks, Sport & Recreation policies, strategies and funding opportunities](#): Information on Council policies related to sport and recreation
- [Representing Australia as an Athlete](#): Athletes residing in Campbelltown who are chosen to represent Australia in an international competition can apply for a donation

Click on [Book a Sports Ground](#).

Parks, Sport and Recreation



Look for a park/sports ground or things to do

Interested in playing sports or want to hire a venue? Find the best parks & recreation facilities in and around Campbelltown here. You can also learn about the latest upgrades to playgrounds & parks.

Mowing and Maintenance - Report an Issue

We mow footpaths and road reserves and maintain parks and playgrounds within the Campbelltown LGA. Need to report a maintenance issue like overgrown grass, fencing, equipment damage?

Sports Ground Status

Parks, Sport & Recreation

Quick Links

- Sports Ground Status >
- Book a sports ground >**
- Report a maintenance issue >
- Check out our Tennis Facilities >
- Use of parks for events >
- Bicycle Education Centre >

Click on [Make a Booking Enquiry](#) to be taken to Campbelltown City Council's Bookable portal.

Booking a sports ground



Related Information

- [Request for sports ground keys](#)
- [Booking User Guide](#) (PDF, 6MB)
- [Sports ground - Conditions of hire](#) (PDF, 593KB)
- [Hire of Playing Fields - Policy](#) (PDF, 177KB)
- [Campbelltown Football Stadium hire enquiry.](#)
- [Campbelltown Athletics Centre hire enquiry.](#)
- [Fees and charges](#) (PDF, 6MB)

How to apply for sports ground hire

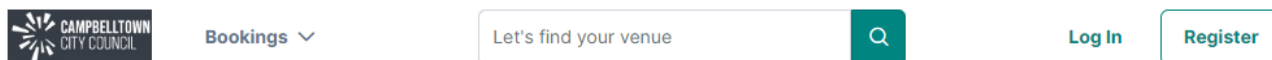
Sports grounds can be booked on a seasonal or casual basis. Please read our [Step by Step User Guide for Booking a Sports Ground](#) (PDF, 6MB) for more information on how to make a booking enquiry.

[Make a Booking Enquiry >](#)

***Please note:** All screenshots from this point on in the guide are taken from the test environment and as such may look slightly dissimilar to the live environment.

Account Registration

To use the Bookable system to request and amend bookings, you will need to first create an account. You can do this by selecting Register on the top right-hand corner of the home screen.



× Register to Continue

Sign up to our venue bookings site to book your next venue.

Already have an account? [Log In](#)

Register With Your Email

 **Continue with Microsoft Entra ID (council employees)**

By creating an account or continuing to use this website, you acknowledge and agree that you have accepted the [Terms of Use](#) and [Privacy Policy](#).


Select the Registration Type that is most relevant to you (e.g. Organisation and Sporting Clubs/Associations or School (Educational Institution) – Inside LGA, etc).

Account type


I am an individual

 **Private Hirer**


I represent a company or organisation

 **Commercial Business**


 **Government**

 **Not for Profit**

 **Religious and Youth Groups**

 **School (Educational Institution) - Inside LGA**

 **School (Educational Institution) - Outside LGA**

 **Sporting Clubs/Associations**

This account type requires manual verification



This ensures the safety and integrity of our platform and its users. Once verified, you can enjoy faster bookings.

Under **Your Account** enter the Organisation email and choose a strong password. It should contain at least eight characters, and be a combination of upper and lower case letters and numbers. The more characters, the stronger the password. These will be the details used to login to your account.

If you would like to receive marketing communication, tick on the 'Sign up to news' ... 'from Campbelltown City Council' option. This is not mandatory.

Your account

Email

sportclub@test.com

Confirm email

sportclub@test.com

Password

.....



Confirm password

.....



Sign up to news and other helpful information from Campbelltown City Council TEST

Enter all mandatory fields under the **Organisation Details** completely.

Organisation details

Test Sports Club

123456789000

61 4 0011 1222

sportclub@test.com

Phone Number

Queen Street

Australia



CAMPBELLTOWN

NSW



2560

Under **Your Details** you can select Copy Organisation Email Address to pre-fill certain fields.

When adding mobile and phone numbers do not include spaces in between. Please note that the primary phone number and email will be used by Council for all correspondence.

Your Details

Copy from organisation details

As you are signing up for an organisation account, make these details the primary contact for your organisation.

Secretary

Title (optional)



Joe

Bloggs

61 4 0011 1222

Mobile Number

61 2 4000 1111

Landline (Optional)

SPORTS GROUNDS

Step-By-Step User Online Booking Guide

Queen Street		
Australia ✕ ▼		
CAMPBELLTOWN	NSW ✕ ▼	2560


Under **Required Documentation** attach, at minimum, the public liability certificate of currency. Organisations are required to have a current public liability insurance certificate to hire the sports grounds.


Required documentation

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

Registrations that do not include the required documents may be delayed or rejected.

Public Liability Insurance \$20 million

 Sample Certificate of Liability Insurance.pdf 198kb ✕

 **Choose a File**

You will need to tick that you have read and accept the Privacy Policy and Terms of Use. To finish select **Create Account**.

Our terms of use

By creating an account, you agree to our [Terms](#) and have read and acknowledge our [platform privacy policy](#) and [council privacy policy](#).

Create account

Registered successfully

Congratulations, your registration has successfully been submitted. Once your account has been verified you will be notified by email at the email address you provided. You will then be able to login and start making bookings. Any registrations that do not have the required information, including documentation, will take longer to verify and Campbelltown City Council TEST may be in contact to complete your registration.

OK

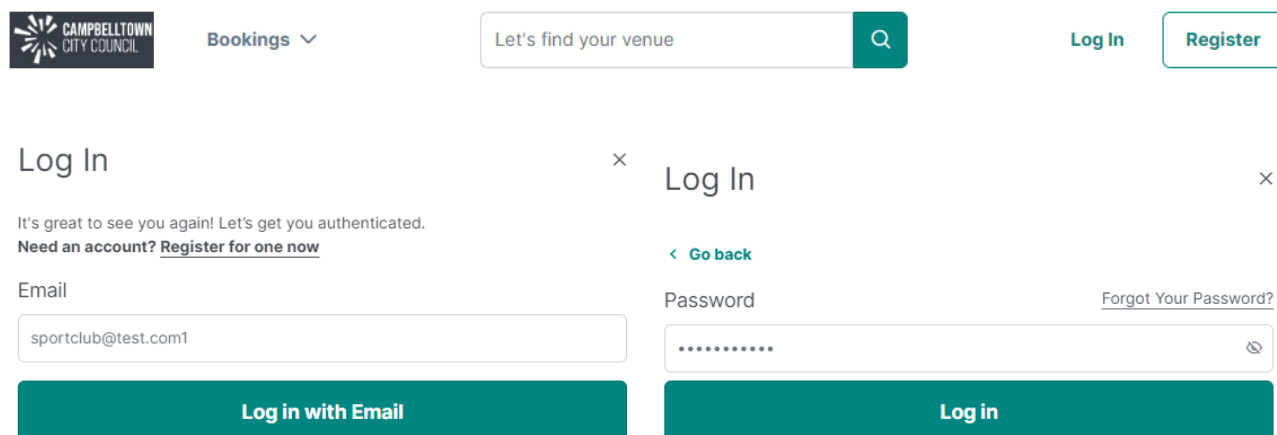
Your registration will be forwarded to the Sport and Recreation team to review and verify. Depending on the information supplied you may be contacted to complete your registration.

You will be notified via email once your account is verified.

Logging Into your Account

Once you have received an email confirming that your account has been verified, you can log in and start to make bookings.

Go to [Bookable](#) and select [Login](#) on the top right corner. Enter your email and the password chosen on creation of your account.



Log In

It's great to see you again! Let's get you authenticated.
Need an account? [Register for one now](#)

Email
sportclub@test.com1

Log in with Email

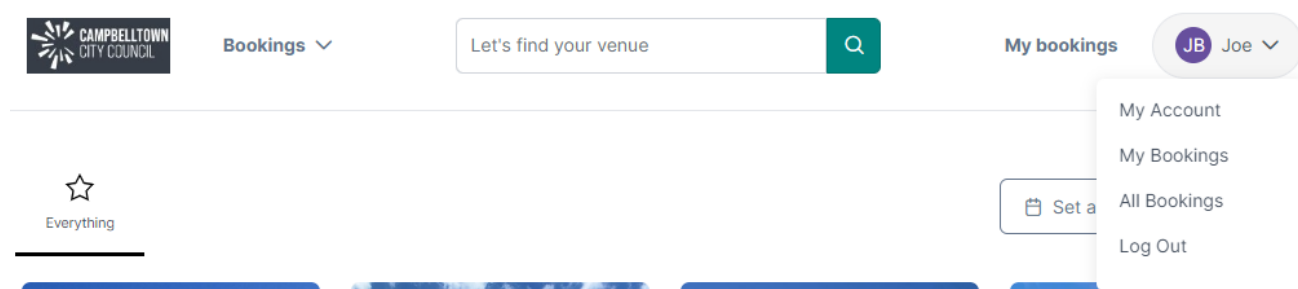
Log In

Password
.....

[Forgot Your Password?](#)

[Go back](#)

When logged in successfully you will see your name top right. Drop down the menu by your name to see options to access your Account, Bookings and to Log Out.



My bookings

JB Joe

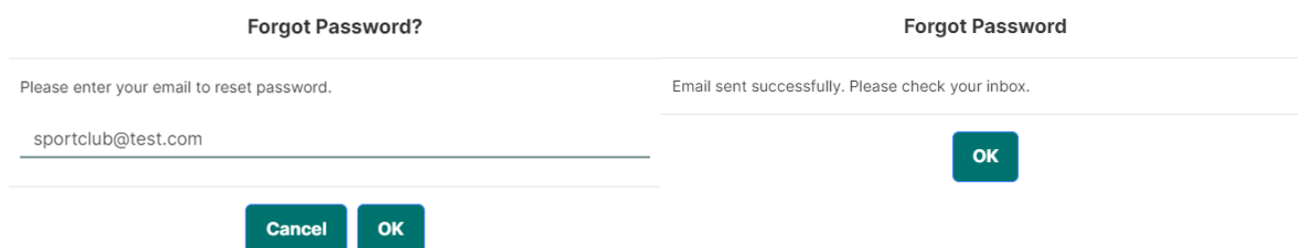
- My Account
- My Bookings
- All Bookings
- Log Out

Set a

Everything

Resetting Your Password

On the [Login](#) page select the Forgot Password option and fill out to receive an email to reset your password.



Forgot Password?

Please enter your email to reset password.

sportclub@test.com

Cancel **OK**

Forgot Password

Email sent successfully. Please check your inbox.

OK

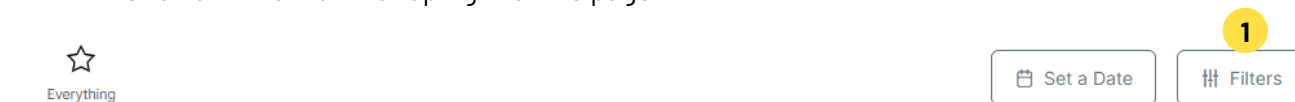
Booking a Sports Ground (One-Off)

Once logged in to the **Home** page you can search for the facility that you would like to book.

Step One: Find a Sports Ground



- 1 Click on Filters at the top right of the page.




221 venues are available matching [your filters](#)

- 2 Fill in the preferred date.
- 3 Fill in the sports ground name or the suburb where you would like to book. It will automatically drop down with items matching your search.
- 4 Drop down the Venue Type and click on Sports Grounds.




Preferred Date

  2



Venue Name or Suburb Name

  3

Category


Everything

Venue Type

   4

- 5 There are several other options that you can use to filter search results further, including selecting features (e.g. change rooms, cricket net, dog park, etc.).
- 6 Once done selecting, click on Show Filtered Venues.

SPORTS GROUNDS

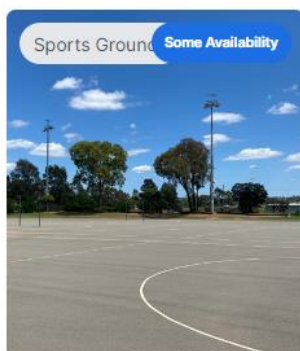
Step-By-Step User Online Booking Guide

- 7 Available sports grounds matching your search filters will display in list view.
- 8 To view the sports grounds on a map, click on Map View.

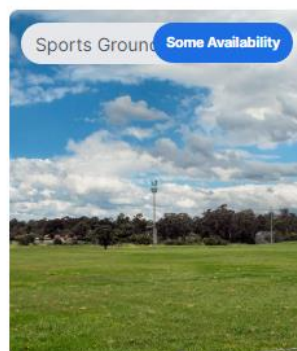
5 venues are available on 30/08/2024 matching "Minto" and your filters



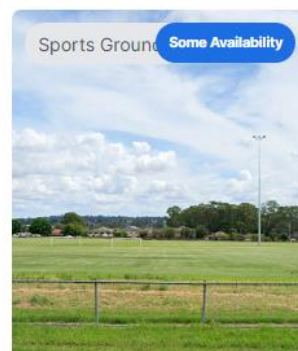
Benham Oval



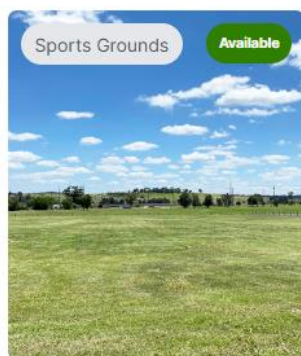
Coronation Park
Netball and Soccer
Complex



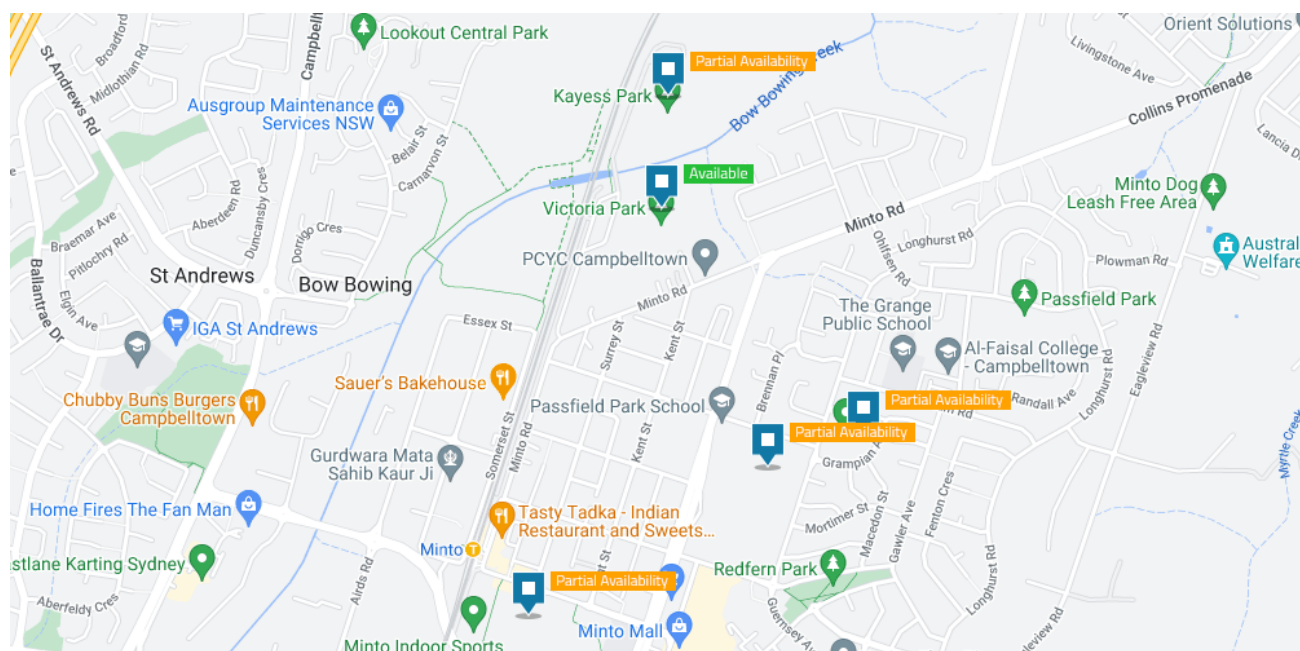
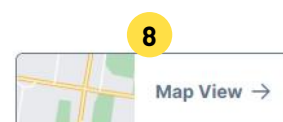
Kayess Park



Sarah Redfern Playing
Fields

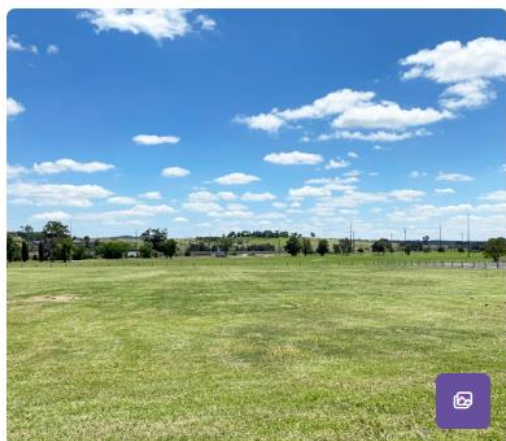


Victoria Park



- 9 Select a sports ground to view its description, features and availability.

🏠 > Victoria Park



Victoria Park

Located in Minto, Victoria Park is a large green space catering to cricket and Oztag. The local PCYC is located just across from the park.

[Read more](#)

[Book Now](#)

- 10 Scroll down to see more information, including location and a map, features, contact details and relevant documents.
- 11 Check the fields (e.g. cricket ovals, soccer fields, e.g.) and their availabilities.
- 12 You can check availability on a daily, weekly or monthly basis.
- 13 Scroll through the timeline to check specific times; times that are blocked out indicates another booking or closure. Please note that Council requires minimum 7 days' notice for sports ground bookings.
- 14 Once you have chosen a day and time, click on Book It.

Find Availability

30/08/2024

12

Day

Week

Month

Cricket 1 (Synthetic)

14 [Book It >](#)

Cricket field with synthetic wicket. [Read more about the space](#)

6am

7am

8am

9am

10am

11am

midday

1pm

2pm

3pm

4pm

13

Step Two: Refine your Booking

1

Find

2

Refine

3

Confirm & Checkout

- 1 Enter the **Booking Information**, including:
 - Name of the booking
 - Select the purpose of the booking
 - The number of people attending
- 2 Ensure that you are booking from the correct sports club/association account.

Booking Information

Name of Booking (12/150 characters)

Training day

Purpose of Booking

Sports - Other Activities



Number of People Attending

50

Your Booking Account

Proceed as





Joe Bloggs at Test
Sports Club (Sporting
Clubs/Associations)

2

[\[> Not you? Log out\]](#)

New Booking

 Starting Friday 30th August 2024

 Victoria Park

Notes from the Booking Team

If you require any assistance making a booking please contact our Booking Administration team on (02) 4645 4000.

- 3 Select the field to book and enter the booking times. More dates or series of dates can be added; check Booking a [Sports Ground – Seasonal – Submission Frequency](#) for more details.

Booking Items

Friday
30/08/2024


Add a Date


Create a Series

Booking summary for Friday 30/08/2024

On

You are booking

Oztag



from

10 AM



:

00



to

1 PM



:

00



- 4 On the Availability Calendar, check that your bookings do not clash with an existing booking.

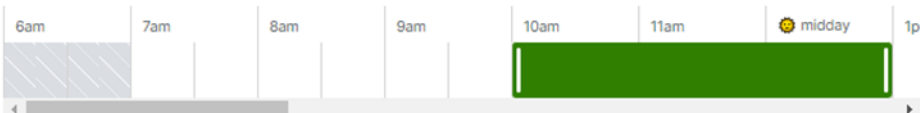
Availability calendar for Friday 30th August 2024

Day

Week

Month

Oztag



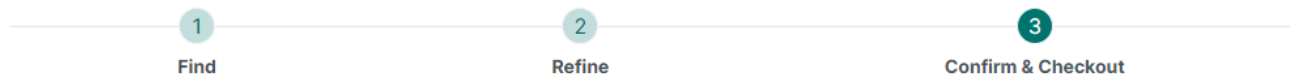
Cricket 1 (Synthetic)



- 5 Once done click on Continue to Pricing & Confirmation.

Continue to Pricing & Confirmation >

Step Three: Confirm and Checkout



- 1 Review the booking information and the pricing summary.
- 2 If there is any additional information or special requirements, please enter them here.

Confirm Booking Information

Name of Booking (12/150 characters)

Training day

Purpose of Booking

Sports - Other Activities

Number of People Attending

50

Description (1000 characters)

You can optionally leave a description to help you remember what the booking is for, and to guide our bookings team.

Special Requirements (1000 characters)

Let us know special requirements you have, such as accessibility needs, dietary restrictions, or technical requirements

Training day

Your booking is tentatively reserved whilst you complete everything

Starting Friday 30th August 2024

Victoria Park

Joe Bloggs

[Modify Booking](#) [Download Quote](#)

Pricing Summary

Fees	\$224.00
Bonds	\$0.00
Booking fees	\$224.00
Total incl. GST	\$224.00
Payable now	\$0.00
Payable later	\$224.00

- 3 The Booking Breakdown will show all fields, dates and times booked, as well as the price per booking.

Booking Breakdown



Bookable Item	From	To	Unit	# of Units	Unit price	Total	GST	Issues
Friday 30th August 2024								
Oztag	10:00 AM	01:00 PM	Days	1	\$224.00	\$224.00	\$20.36	

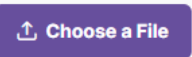
Documentation

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

Public Liability Insurance \$20 million

Mandatory documentation to proceed with your booking.

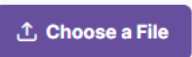
 Sample Certificate of Liability Insurance.pdf 194kb 



Additional Documents

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

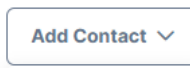



No documents uploaded.



- 4 Upload any relevant Documentation. If you have set a document as a public liability insurance certificate in your account, it will indicated that it has already been supplied.

- 5 If you would like other people to receive notifications about this booking, you can add them as a Contact.
- 6 Contacts that are existing registered users in Bookable and have been added in your Account can be added by selecting + Add existing contact.
- 7 Otherwise select + Add manual contact add an external contact who is not a registered user.
- 8 To remove any contact click the red rubbish icon beside their details.

Subscribe Others to Booking Notifications

Name	Email	Mobile	
Jane Bloggs	sportclub-vp@test.com	0400111223	 
Jimmy Smiths	sportclub-tr@test.com	0400100255	

- 9 Fill out the Sports Ground – Checklist:
- If you need access to amenities, it will supply you with a link to the [Key Request Form](#).
 - If your booking is an event that includes stalls, rides and other temporary structures, you will need to find out the requirements to [hold an outdoor event](#) and make contact with the Events team.
 - A valid public liability certificate of currency is required for every booking. If this is not provided the booking cannot be confirmed
 - Finally, indicate that you comply with Council's policy on sponsorship signage.

Responses to the above will be flagged for action when your booking is reviewed by the Sport & Recreation team.

? Additional questions

Sports Ground - Checklist

Tell us more about your booking request

Do you require access to amenities? * **Required**

☒ Yes ☐ No

Please complete a [Key Request form](#). Please note that a bond is payable.

Is your booking a community event with over 100 people and/or includes any of the following: fireworks, food stalls/food trucks, rides, stages/temporary structures or gazebos, animals or amplified sound? *

☒ Yes ☐ No

An Outdoor event application is required to be submitted to Council's Outdoor Events Team 8-12 weeks prior to your event date. Visit ['Want to hold an outdoor event?'](#). For further information on the application process, please contact Council's Outdoor Events team on 02 4645 4900 or outdoor.events@campbelltown.nsw.gov.au

Have you attached proof of your public liability insurance? *

☐ Yes ☒ No

Please note that confirmation of your booking requires a valid public liability certificate. If this is not supplied 10 days prior to the first booking date your booking will be cancelled.

I understand that any sponsorship signage erected at the grounds will require written approval from Campbelltown City Council *

☒ Yes

10 To finalise your booking, click on Complete Booking.

Complete Booking >

Terms and Conditions

SPORT, RECREATION AND LEISURE Sports Ground – Conditions of Hire

Application procedures for hire

1. Application for the use of sports grounds will only be considered upon receipt of a completed application form via Council's website on-line application form.

[Print](#)

Specific Booking Requirements

Any documents specified below must be uploaded as part of your booking. Bookings that do not include the required documents may be delayed or rejected.

Public Liability Insurance \$20 million *

- [Sample Certificate of Liability Insurance.pdf](#)



Upload Document

11

☒ I have read and accept the Terms and Conditions.

Continue

12

11 The Terms and Conditions screen will pop up. You can scroll through the Sports Ground – Conditions of hire. Once done, tick that you have read and accepted the Terms and Conditions.

12 Click on Continue.

Your booking request has now been completed. Your request is submitted for review to the Sport & Recreation Team, and you will be contacted within 7 business days on the outcome.

Your booking has been received!

Your booking is now in review, and we have emailed a copy of everything to **sportclub@test.com**

- 👁 View and manage your booking >
- 📄 Duplicate this booking and make another >
- 📅 Explore other venues available to hire >
- 📄 Download a copy of your receipt >



Booking #22196

Training day

📍 Victoria Park

📅 Starting Friday 30th August 2024

👤 Joe Bloggs

Booking a Sports Ground (Seasonal)

Seasonal Bookings can only be booked between the pre-defined dates of the season (i.e. the fourth Saturday in September to the Third Sunday in March for Summer and the first Saturday in April to the second Sunday in September for the Winter season). Only registered sports clubs and associations are eligible to make seasonal bookings

Step One: Select the Season and the Sports Ground

1
Select

2
Choose Dates

3
Confirm & Submit

- To make a Seasonal booking, go to the Home page and click on Bookings at the top to drop down other options.
- Click on Expressions of Interest.

Bookings 1

Let's find your venue

My bookings JB Joe

2

Switch to another site

📅 Expressions of Interest

🌐 Campbelltown City Council TEST

🌟 Everything

📅 Set a Date

⚙ Filters

- 3 The page will display current and previous Expressions of Interest. Click on a season that is open for submissions

Expressions of Interest instructions

Select the season you are requesting by clicking on the season name below.

Requests can only be made for one venue at a time, however you will be given the option to submit additional requests.

Please ensure that your request covers only the days and times that you will be using the grounds.

We will review all submissions and you will be contacted to advise the outcome of your request.

Open for submissions

Summer Season 2...

Saturday 28/09/2024 to
Sunday 16/03/2025

🕒 Submissions close in 21
days

🏠 > Expressions of Interest > Season Detail

Summer Season 2024/2025

Runs from Saturday 28/09/2024 to Sunday 16/03/2025

🕒 Submissions close in 21 days (Friday 30/08/2024 at 11:55 PM)

📍 72 sections available across 46 venues

Book this season now

4

- 4 Click on Book this season now.
This will bring up the full list of sports grounds that are available to book for the season. You can only book one sports ground at a time. Click on one to continue.

Step Two: Choose and Refine the Dates

1

Select

2

Choose dates

3

Confirm & Submit

- 1 On the Submission Details page, check that you have selected the correct season and sports ground.
- 2 Enter details of the booking, including:
 - Name of the booking
 - Select the purpose of the booking – either Seasonal or Pre-season hire.
 - The number of people attending
- 3 Ensure that you are booking from the correct sports club/association account.

📝 Submission details

Season



Summer Season
2024/2025

1

↻ Not the one? Select another season

Venue



Victoria Park

↻ Not the one? Back to venues

Name of Submission

Summer Season 2024-2025 bookings

2

instructions

Select the season you are requesting by clicking on the season name below.

Requests can only be made for one venue at a time, however you will be given the option to submit additional requests.

Please ensure that your request covers only the days and times that you will be using the grounds.

We will review all submissions and you will be contacted to advise the outcome of your request.

SPORTS GROUNDS

Step-By-Step User Online Booking Guide

Purpose

Sports - Seasonal Hire

Number of People Attending

50

2

Your Booking Account

Proceed as



Joe Bloggs at Test
Sports Club (Sporting
Clubs/Associations)

[Not you? Log out](#)

- 4 Add the dates and times by choosing a Submission frequency.

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

- 5 When adding dates on a schedule, enter the following:
 - The name of the series (e.g. Weekend training and games)
 - Choose the field to book and the start and end times
 - Choose how often to repeat – either daily, weekly or monthly
 - Enter the start and end dates
- 6 Click on Save Series. You can add more series as required.

Schedule times

You can customise individual dates in the next step.

+ Add another repeating series

Weekday evening training
72 dates



Weekend training and
games
50 dates



Name of series

Weekend training and games

Which spaces would you like to book?

Cricket 1 (Synthetic)

from

9 AM

:

00

to

6 PM

:

00

Cricket 2 (Synthetic)

from

9 AM

:

00

to

6 PM

:

00

Repeat every

1

weeks



Which day/s would you like to book?



Monday



Tuesday



Wednesday



Thursday



Friday



Saturday



Sunday

SPORTS GROUNDS

Step-By-Step User Online Booking Guide

When would you like to start?

28/09/2024

When would you like to finish?

☐ after 1 time/s


☒ On 16/03/2025

6 [Save series](#) [Save and Add new Series](#)

- 7 When adding irregular dates, you will need to add them one by one. You can do a combination of series and irregular dates.

Add your dates

+ Add another date

Saturday 28/09/2024 

Booking for Saturday 28/09/2024

On 28/09/2024 **7**

You are booking

Cricket 1 (Synthetic) from 9 AM : 00 to 12 PM : 00


Add another


- 8 You have the option to review and amend all the dates that have been attached to your booking by the submission frequency. Delete any bookings that are not needed by clicking on the rubbish bin icon by each date.


Refine and confirm 122 dates


+ Add another date

Weekday evening training

Tuesday 01/10/2024 

Wednesday 02/10/2024 

Thursday 03/10/2024 

Tuesday 08/10/2024 

Booking for Tuesday 08/10/2024

On 08/10/2024

You are booking

Cricket 1 (Synthetic) from 5 PM : 00 to 9 PM : 00

Add another

9 [Continue >](#)

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
25/12/2024	Christmas Day 2024	<input checked="" type="checkbox"/>
26/12/2024	Boxing Day 2024	<input checked="" type="checkbox"/>

Cancel

Remove Dates and Proceed

10

- 9 Once done click on Continue.
- 10 You will be alerted if your booking has dates that fall on public holidays. Choose whether to keep them or remove the dates and proceed.

Step Three: Confirm and Submit your Expression of Interest

1
Select

2
Choose dates

3
Confirm & Submit

- 1 Review the submission information and the pricing summary.
- 2 If there is any additional information or special requirements, please enter them here.

✓ Confirm Submission Information

Name of Booking (32/150 characters)

1

Summer Season 2024-2025 bookings

Purpose of Booking

Sports - Seasonal Hire

Number of People Attending

50

Description (1000 characters)

2

You can optionally leave a description to help you remember what the booking is for, and to guide our bookings team.

Special Requirements (1000 characters)

Let us know special requirements you have, such as accessibility needs, dietary restrictions, or technical requirements

Summer Season 2024-2025 bookings

Your booking is tentatively reserved whilst you complete everything

📅 Starting Saturday 28th September 2024

📍 Victoria Park

👤 Joe Bloggs


[Modify Booking](#) [Download Quote](#)

Pricing Summary

Fees	\$1,203.00
Bonds	\$0.00
Booking fees	\$0.00
Total incl. GST	\$1,203.00
Payable now	\$0.00
Payable later	\$1,203.00

- 3 The Booking Breakdown will show all fields, dates and times booked for the season.

Booking Breakdown

Bookable Item	From	To	Unit	# of Units	Unit price	Total	GST	Issues
▼ Saturday 28th September 2024								
Cricket 1 (Synthetic)	09:00 AM	06:00 PM	Days	1	\$0.00	\$0.00	\$0.00	
Cricket 2 (Synthetic)	09:00 AM	06:00 PM	Days	1	\$0.00	\$0.00	\$0.00	

- 4 The additional fees will show the total hire fees for the sports ground for the season. Please note that this does not include canteen or floodlighting use.

Additional fees

Fee type	Description	Total	GST
FY25 - Sports ground - Hire Fees (\$1,203.00)	Fees for seasonal use of sports grounds	\$1,203.00	\$109.36

- 5 Upload any relevant Documentation. If you have set a document as a public liability insurance certificate in your account, it will indicated that it has already been supplied.
- 6 Fill out the Sports Ground – Checklist. The checklist is the same as the one for one-off bookings, with an additional question at the start to confirm whether the details for the sports club/ association have changed. Please ensure that you keep Council updated with your most current committee contact details.

Additional questions

Sports Ground - Checklist

Tell us more about your booking request

Have your club contact details changed? *

☐ Yes ☒ No

Do you require access to amenities? *

☒ Yes ☐ No

Please complete a [Key Request form](#). Please note that a bond is payable.

Is your booking a community event with over 100 people and/or includes any of the following: fireworks, food stalls/food trucks, rides, stages/temporary structures or gazebos, animals or amplified sound? *

☐ Yes ☒ No

Have you attached proof of your public liability insurance? *

☒ Yes ☐ No

I understand that any sponsorship signage erected at the grounds will require written approval from Campbelltown City Council *

☒ Yes

Terms and Conditions

SPORT, RECREATION AND LEISURE
Sports Ground – Conditions of Hire
Application procedures for hire
1. Application for the use of sports grounds will only be considered upon receipt of a completed application form via Council's website on-line application form.

Print

Specific Booking Requirements

Any documents specified below must be uploaded as part of your booking. Bookings that do not include the required documents may be delayed or rejected.

Public Liability Insurance \$20 million *

- Sample Certificate of Liability Insurance.pdf

Upload Document

☒ I have read and accept the Terms and Conditions.

Continue

7 The Terms and Conditions screen will pop up. You can scroll through the Sports Ground – Conditions of hire. Once done, tick that you have read and accepted the Terms and Conditions.

8 Click on Continue.

Your Expression of Interest has now been completed. Your request is submitted for review to the Sport & Recreation Team, and you will be contacted on the outcome after submissions close.

Your interest has been received! 🎉

A confirmation has been sent to **sportclub@test.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 #22197

Summer Season 2024-2025 bookings

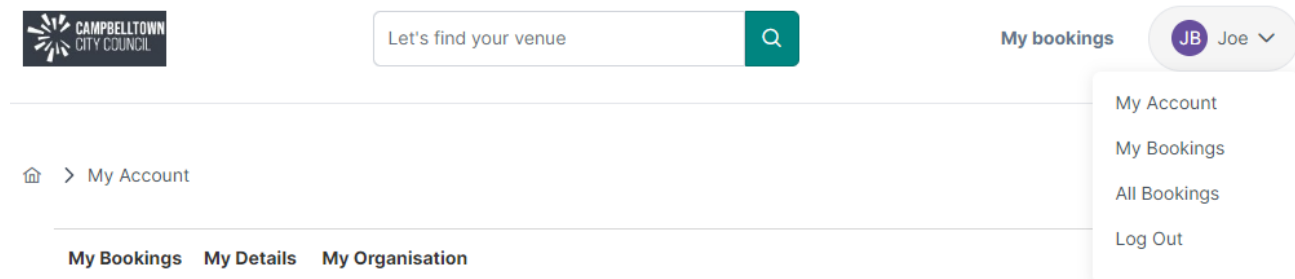
📍 Victoria Park

📅 120 dates starting Saturday 28th September 2024

👤 Joe Bloggs

Manage your Account

You can modify existing bookings, request additional dates and download relevant documentation as well as process your own payments through **My Account**.



There are three tabs on your My Account:

- My Bookings – Allows you to view current and historic bookings, as well as [make payments](#). Select a specific booking to make changes, or cancel the booking entirely.
- My Details – Allows you to view and edit your information, add and delete contacts, upload documents such as public liability, or deactivate your account.
- My Organisation – Allows you to view and Edit your organisation details, as well as add users.

Make a Payment

Payments can be made online in the following ways:

- 1 Through BPAY – Follow the instructions and use the BPAY details on the invoice.
- 2 Through Bookable using a credit card.

The image shows the BPAY logo and a box containing payment information. The box includes the "Biller Code: 379115" and "Ref: 90457200221961". Below this, it says "Telephone & Internet Banking – BPAY®" and provides instructions to contact a bank or financial institution to make a payment from a cheque, savings, debit, credit card or transaction account. At the bottom, it says "More info: www.bpay.com.au".

CUSTOMERS, PLEASE NOTE

- BPAY Processing times are dependent on your financial institution.
- Funds can take anywhere from two to seven days to clear.

To pay by credit card click on the My Bookings Tab. Click on Add Payment.

My Bookings My Details My Organisation							
My Bookings All Bookings				Outstanding : \$1,427.00		Add Payment	
Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
22198	Test	Clark Reserve	AFL Field		09/Aug/24	\$0.00	Cancelled by Applicant
22197	Summer Season 2024-20...	Victoria Park	Cricket 1 (Synthetic) Cricket 2 (Synthetic)	28/Sep/24	09/Aug/24	\$1,203.00	Tentative
22196	Training day	Victoria Park	Oztag	30/Aug/24	09/Aug/24	\$224.00	Confirmed

Add Payment

1. Please choose payment type:

Payment Amount : \$224.00

Credit Card - (Test) 



Booking 22196 - Training day (Amount Due: \$224.00)



☒ Pay

	Invoice	Outstanding	Due Date	Amount	Payment
<input checked="" type="checkbox"/> INV-7057	[INVOICE] Victoria Park Oztag 30/08/2024 10:00 to 30/08/2024 13:00	\$224.00	16/08/2024	\$224.00	224

Checkout

Cancel

Fill out the credit card details on the next screen and click Submit. You will receive a notification confirming that your payment has been submitted successfully.

Deactivating your Account

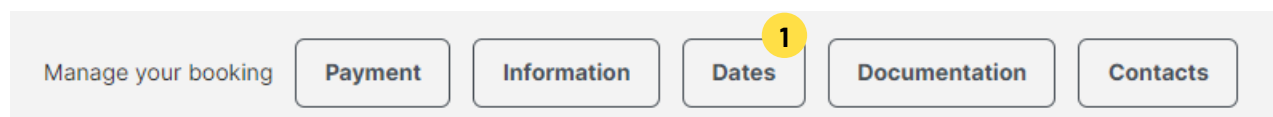
To deactivate your account, click on the My Details tab and scroll to the bottom. Click on Deactivate Account. Please note that you will need to contact Council to reactivate your account.

Manage your Bookings

To view a list of your bookings, click on your name on the top right corner and choose My Bookings. Click on any booking to view or make edits.

Add Booking Dates

- 1 To add booking dates to an existing booking, click on or scroll through to the Dates section.



- 2 Choose any existing date and click the Edit button.

Booking dates

Bookable Item	From	To	Unit	# of Units	Unit price	Total	GST	Issues
---------------	------	----	------	------------	------------	-------	-----	--------

Friday 30th August 2024

2

Edit

Oztag	10:00 AM	01:00 PM	Days	1	\$224.00	\$224.00	\$20.36
-------	----------	----------	------	---	----------	----------	---------

Checklist

3 Click on + Add Date to Booking

4 Choose the date to add from the calendar on the top left.

Date

30/08/2024

Attendees:

50

+ Add Date to Booking

3

Booking : 31 August 2024 Saturday

Date

31/08/2024

4

Attendees:

50

Create Repeat

Included Dates

Sat 31/08/24

5

Item	Date	Before	From	To	After	Units
------	------	--------	------	----	-------	-------

Oztag

31/08/2024

10 AM : 00

1 PM : 00

Remove

Add Bookable Item

Create Repeat/Add Date

×

5 To add multiple dates, click on Create Repeat and fill out the pattern to do a series or add ad hoc dates. Check [Booking a Sports Ground – Seasonal – Submission Frequency](#) for more details.

Create Repeat

or

Add Date(s)

Repeat:

Never

6

OK

Cancel

6 Once you have entered your date(s) click on OK. This will generate the full list of dates added.

7 Review the list and if there are dates that are not required or available (e.g. clashing with another booking), click on the trash bin icon beside the date to remove it.

8 Once you are satisfied with the added dates, click on Save.

Booking : 27 September 2024 Friday

Date

27/09/2024

Attendees:

50

Create Repeat

Included Dates

(1 Clashes Exist)

Fri 27/09/24

Fri 04/10/24

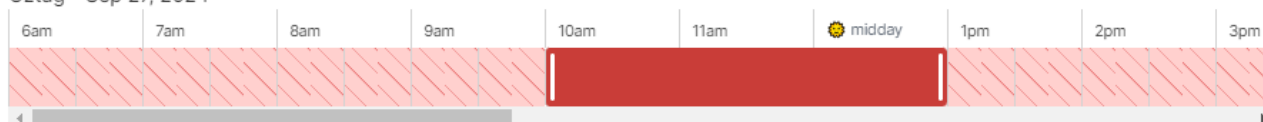
Fri 11/10/24

7

SPORTS GROUNDS

Step-By-Step User Online Booking Guide

Oztag - Sep 27, 2024



[Show all venue items](#)

8

Save

Cancel

This will take you back to the booking screen. The booking dates will be updated with additional dates.

Remove/Cancel Booking Dates

- 1 To remove or cancel dates to an existing booking, click on or scroll through to the Dates section
- 2 Choose any existing date and click the Edit button.
- 3 Click on the Cancel button beside the date and time.

Item	Date	Before	From	To	After	Units
Oztag	11/10/2024		10 AM ▾ : 00 ▾	1 PM ▾ : 00 ▾		3 Cancel

Add Bookable Item

- 4 The date will be marked as cancelled. To undo this, click on the blue undo icon; this is only available before confirming the cancellation in the next step.

Item	Date	Before	From	To	After	Units
Oztag	11/10/2024		10:00	13:00		Cancelled 4

Add Bookable Item

[Show all venue items](#)

5

Save

Cancel

- 5 Click on Save to confirm the cancellation.
- 6 Depending on the cancellation terms this will determine any changes to fees. The Cancellation Impact screen will advise of any cancellation fees or refund owing. Click OK.
- 7 The fees will be adjusted accordingly.

Cancellation Impact

Based on your cancellation terms you will be charged **\$0.00**. This will result in a refund of **\$224.00**, if you have already paid for the booking. This amount does not include any Bond amounts that may be refunded.

To continue with your cancellation, click **OK**. Otherwise, click **Cancel**.

Note: Additions that have been manually added to a booking, or for repeat bookings where there are dates in the past, Additions will need to be manually removed from the booking in order to create a refund for these amounts.

6

OK

Cancel

Fees	\$672.00
Adjustments	-\$224.00
Bonds	\$0.00
Total incl. GST	\$448.00
Paid	\$224.00
Payable now	\$0.00
Payable later	\$224.00

7

Cancel a Booking

- 1 To cancel a booking completely, click on the X Cancel this booking option at the right hand panel on the booking.

🏠 > My Account > Bookings > Test (#22198)

Test

⌵ Tentative Booking #22198

📅 Clark Reserve

📅 Starting Thursday 29th August 2024 [subscribe to calendar feed](#)

👤 Booked by Joe Bloggs

- 📄 Duplicate this booking and make another >
- 📄 Download a copy of your booking confirmation >
- 1 ✕ Cancel this booking >

- 2 You will be prompted to confirm that you want to cancel this booking. You will also be showing the Cancellation Impact screen that will advise of any cancellation fees or refund owing.
- 3 To proceed with the cancellation click OK. Please note that this is not reversible.
- 4 The booking is now cancelled and will be noted at the top of the booking screen.

Test

🕒 Cancelled by Applicant Booking #22198

📅 Clark Reserve

📅 Starting Thursday 29th August 2024 [subscribe to calendar feed](#)

👤 Booked by Joe Bloggs

Additional Support

If you have any questions about the sports grounds or making a booking, please contact Campbelltown City Council's Sport and Recreation team on 02 4645 4164 or on sport@campbelltown.nsw.gov.au.

