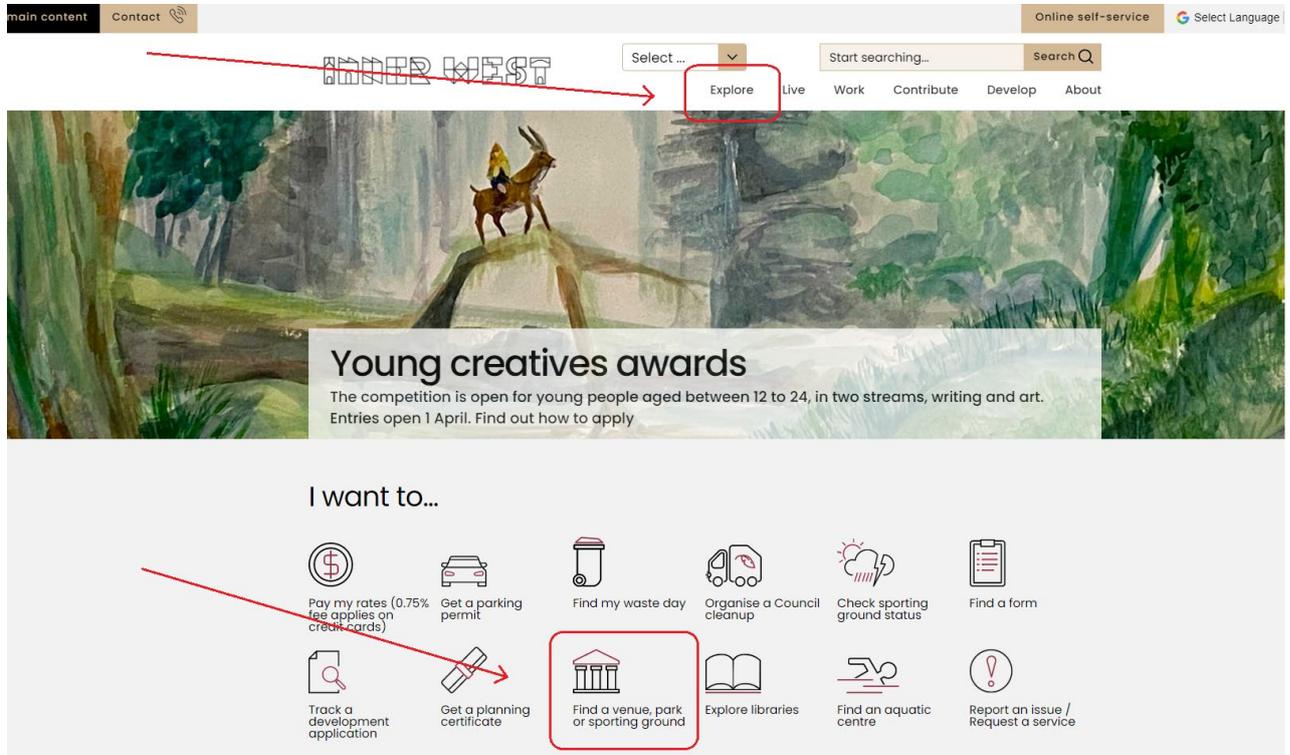


Inner West Council – Community Venues Public Booking Portal

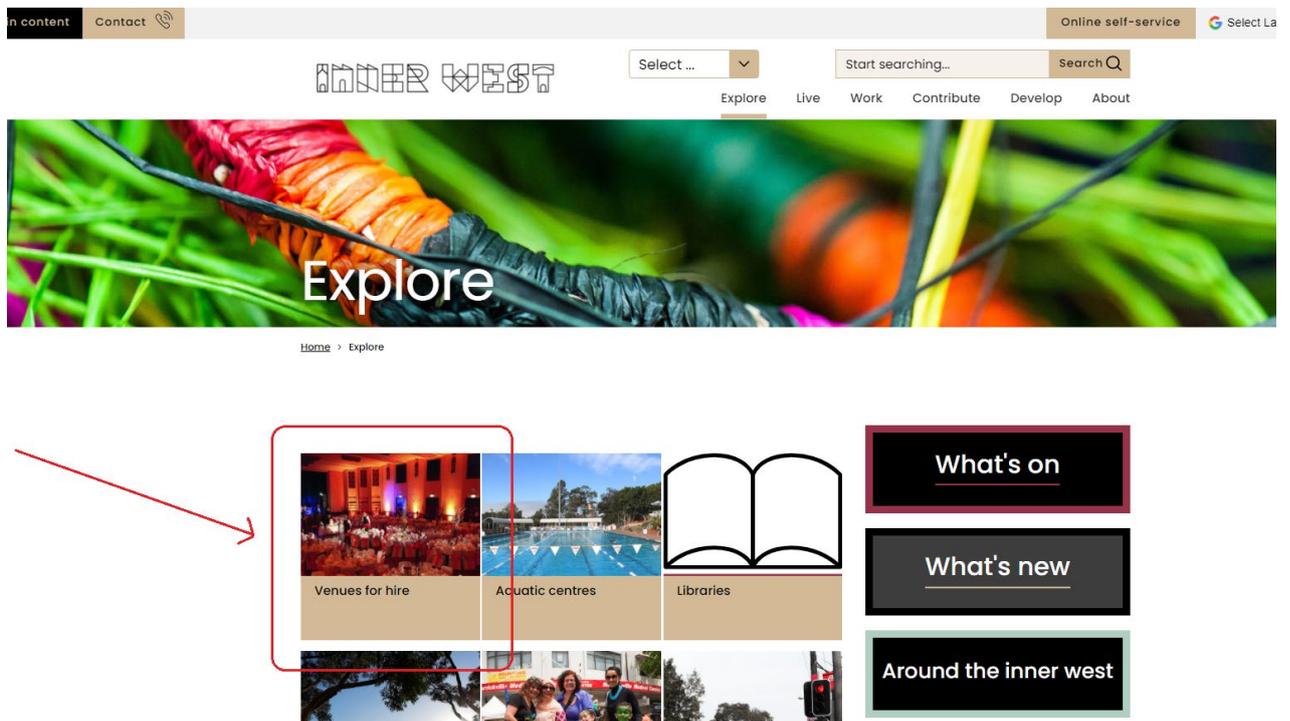
FIRST TIME USER

Step 1

On council's Home page you may view venues either via the 'Explore' option or the 'Find a venue, park or sporting ground' option



In the 'Explore' page you may then select 'Venues for hire'

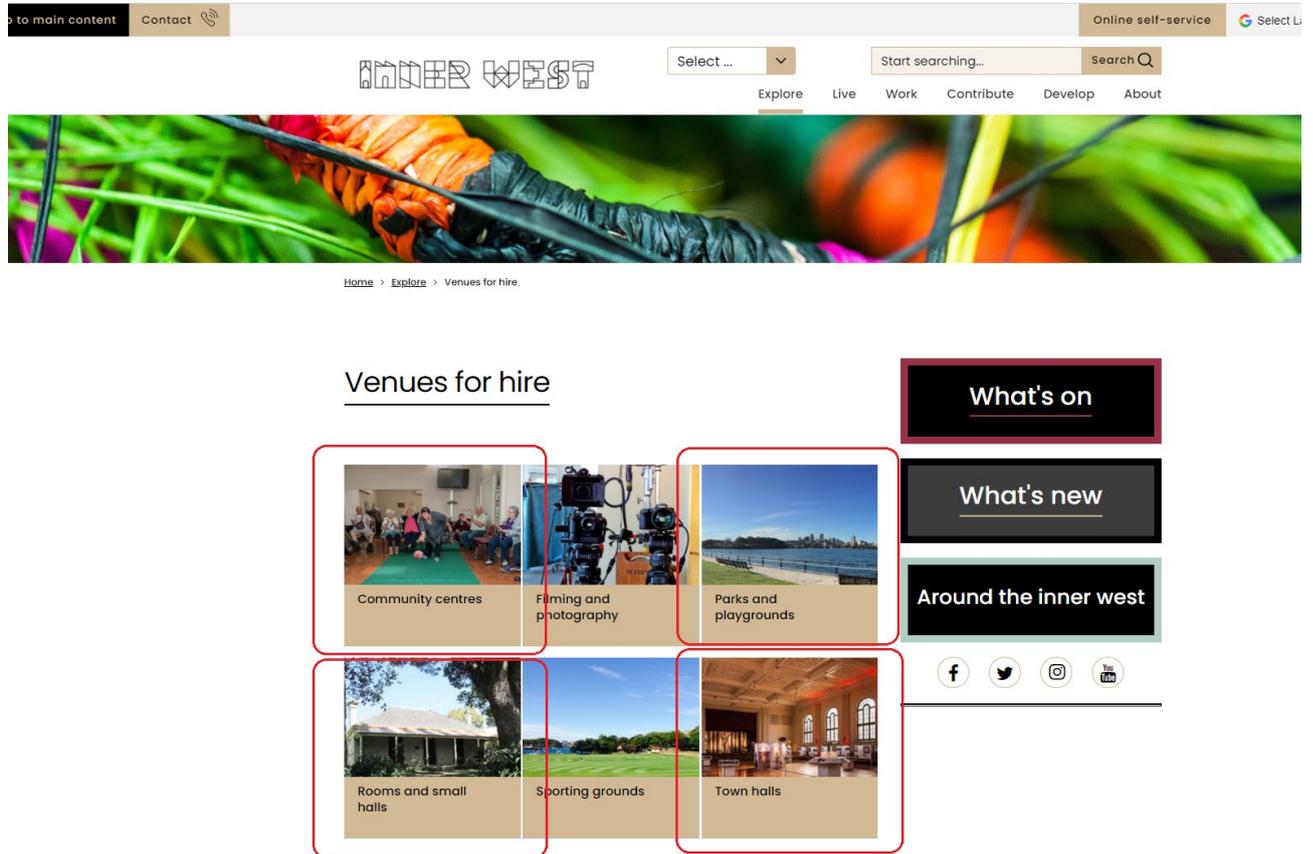


Inner West Council – Community Venues Public Booking Portal

If selecting the 'Find a venue, park or sporting ground' option, you will be taken directly to the 'Venues for hire' page where you will be able to select the type of venue that you require

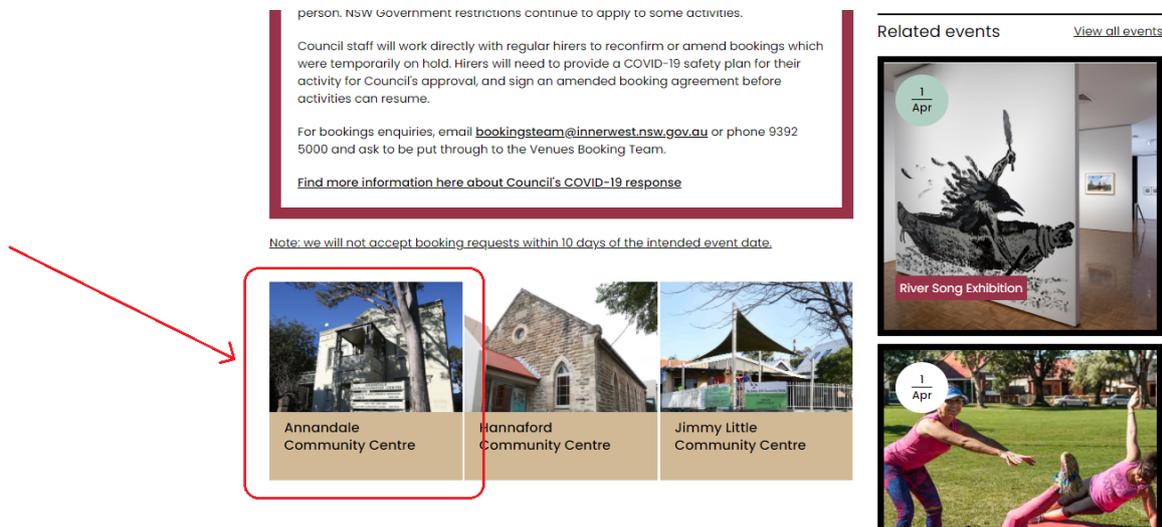
Step 2

When in the 'Venues for hire' page, select the type of venue that you would like to use by clicking on the image



Step 3

Select a venue by clicking on the relevant indoor venue or park that you would like to book



Inner West Council – Community Venues Public Booking Portal

Step 4

At the bottom of the venue information page, click on the “**Apply online here**” tab to be taken to the booking system

Bookings

Apply online here

Step 5

When in the booking system, click on ‘**Selected date & time**’ to open up the date, times and number of attendees’ window where you will select and set these for your booking

INNER WEST

New Casual Hire Sign In | AU\$0.00

Annandale CC – Upstairs Hall
79 Johnston St, Annandale
PARTIALLY AVAILABLE on 13 Apr 2021
20

SELECTED DATE & TIME
Any

ADD TO BOOKING

Gentle exercise or dance classes, social gatherings, meetings and music events.

Amenities of Annandale CC – Upstairs Hall

- P Parking
- WiFi
- Wheelchair – Accessibility

Documents

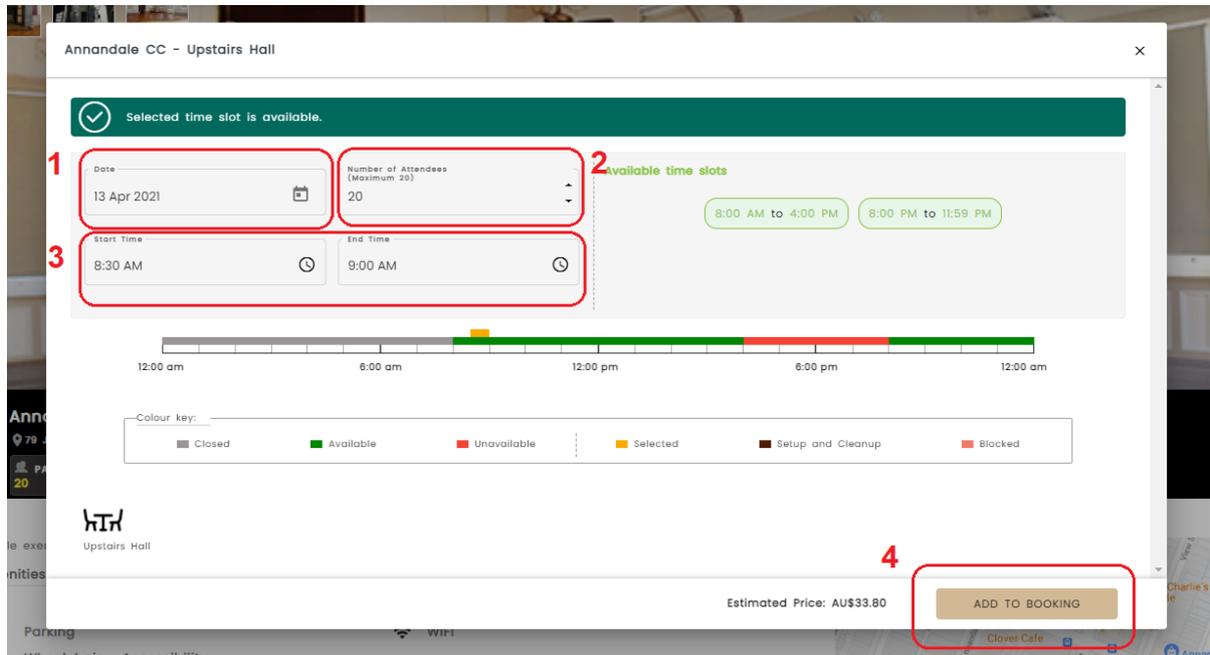
- Application.pdf Download

Map showing location: Annandale, NSW. Landmarks include Victoria Hotel, Annandale Garden, and various cafes and schools.

Inner West Council – Community Venues Public Booking Portal

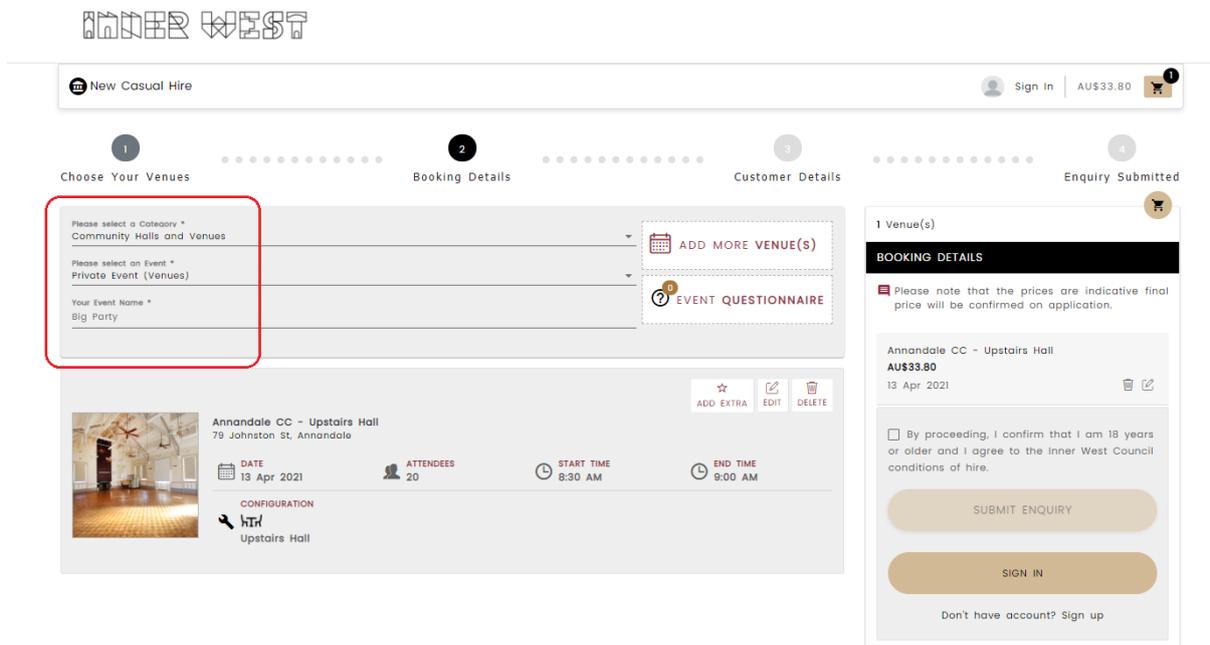
Step 6

Select your requested date (1), number of attendees (2) and times (3) for your proposed event – then clicking ‘Add to booking’ when this is done



Step 7

The booking system will then take you to a ‘Booking Details’ page where you will need to select your event type and add an event name

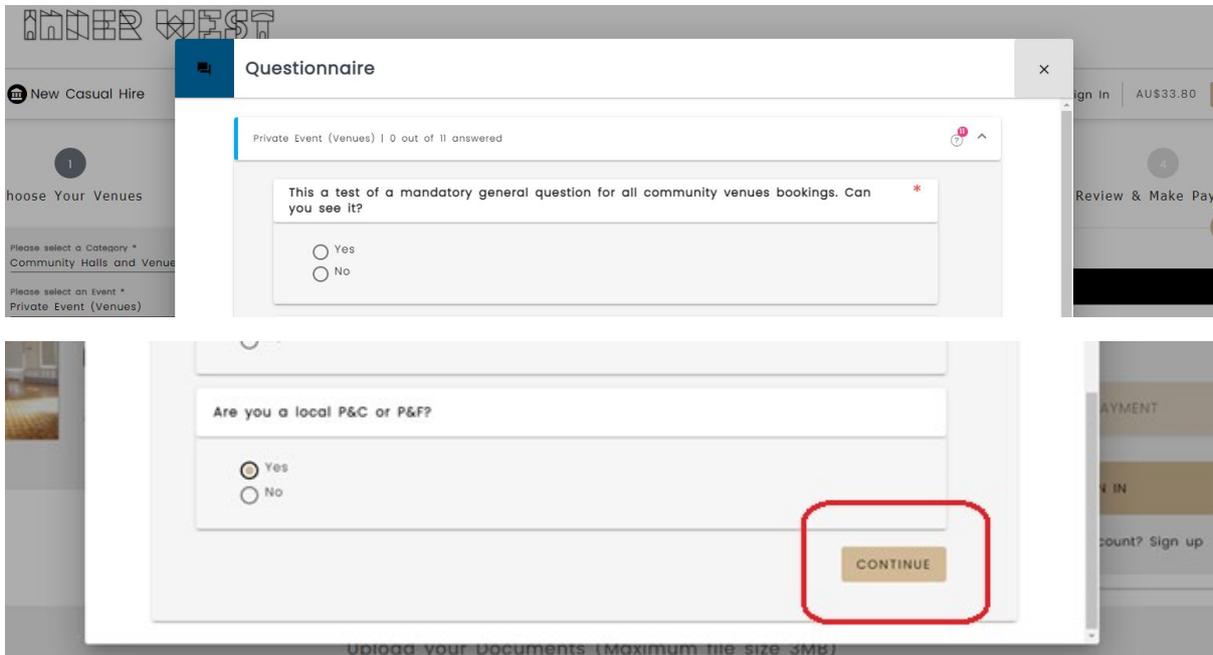


*Note that when selecting an event type, you will be presented (and required to complete), a questionnaire to proceed with the booking

Inner West Council – Community Venues Public Booking Portal

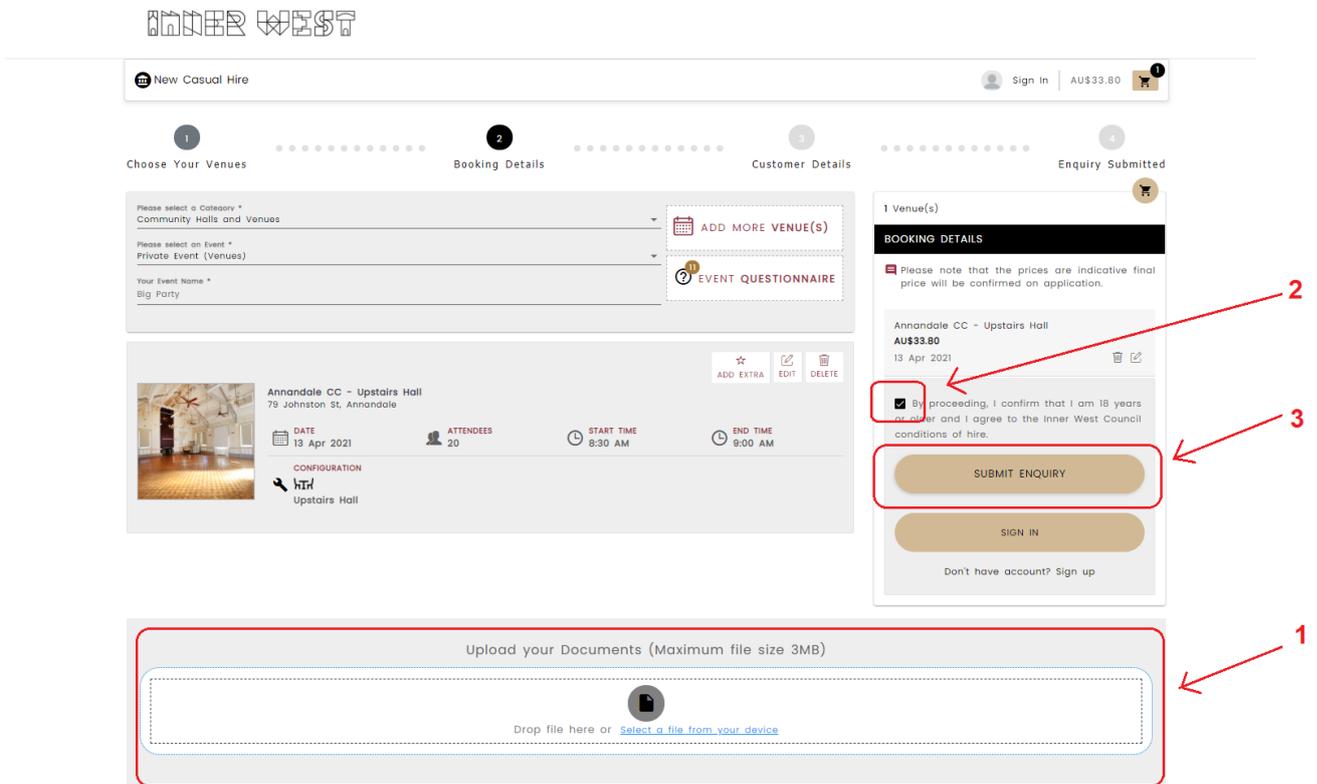
Step 8

When selecting an event type, please complete the presented questionnaire before proceeding, and once completed, click to continue



Step 9

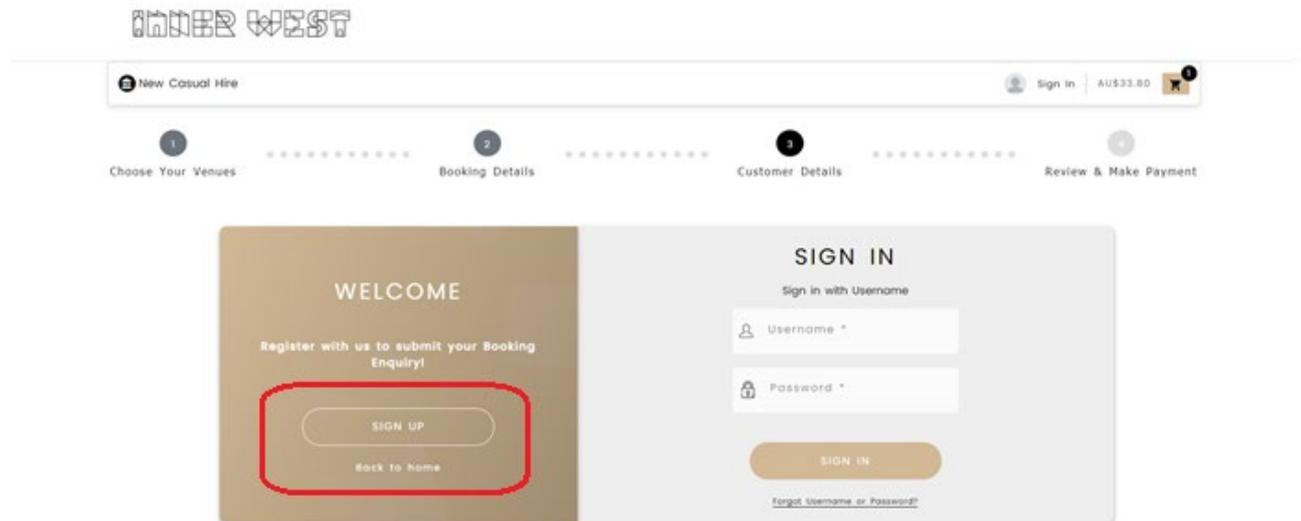
Upload any required documents (1) and then tick the age confirmation (2) and 'Submit enquiry' (3)



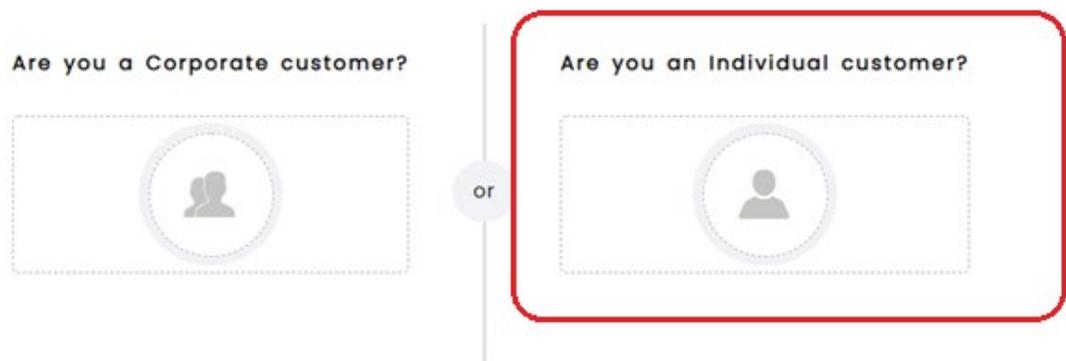
Inner West Council – Community Venues Public Booking Portal

Step 10

Register to submit your booking enquiry by clicking on the 'sign up' tab...



You will need to sign up as an individual customer if you are not applying on behalf of an organisation



***NOTE:** If you wish to sign up on behalf of an organisation or 'Corporate Client', please contact our bookings team as you may already have a pre-existing profile in the booking system

Contact us on bookingsteam@innerwest.nsw.gov.au

Inner West Council – Community Venues Public Booking Portal

Step 11

Complete the 'Customer Details' section and click 'Continue' once completed

The screenshot shows the 'Customer Details' form in the booking portal. The form is highlighted with a red border. It includes the following fields:

- First Name *
- Last Name *
- Mobile * (with a dropdown arrow)
- Personal Email * (with a dropdown arrow)
- Username
- Password *
- Confirm Password *
- Address section with fields for:
 - Address *
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - City
 - State
 - Post Code
 - Country

At the bottom of the form, there is a checkbox for 'I agree to Inner West Council's Privacy Policy' and a reCAPTCHA 'I'm not a robot' widget. A navigation bar at the bottom right shows '< BOOKING DETAIL' and a highlighted 'CONTINUE' button.

– this will then generate a booking submission number and take you to your new booking profile page (select the "My Bookings" to take you to your bookings history)

