

How to get started Guide

If you are not registered on Inner West Council's online booking system for venues, parks and sportsgrounds please complete the following:

- Register yourself as a new [user](#) via the home page
- Fill in the compulsory fields
- This will register you as a user for the system. This means that you can log in and out of the system to make bookings at your convenience
- If you are an organisation not registered, you will need to fill in a organisation [form](#)
- Upload all relevant documents to the 'My Documents' tab. This includes but is not limited to public liability insurance, drivers licence, not-for-profit documentation

Before you start your booking process, make sure you have the following:

- Date/s of your booking request
- Details of venue required
- Required documentation (which could include public liability insurance, not-for-profit documentation, proof of address)
- Credit card as full payment is required at time of booking (credit card transaction fees apply)

If you have any questions, look at our [frequently asked question](#) document.