



Bookable User Guide

Community Venue Bookings

Using Bookable

Manningham Council now uses Bookable as the new booking platform for our community venues, community halls, MC Square and the Function Centre.

This guide has been prepared to help you feel confident making and managing your bookings in Bookable. You can read from the beginning or click on the contents section you need.



Interpreter service **9840 9355**
普通话 廣東話 Ελληνικά Italiano العربية فارسی



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1 Get started

1.1 Register for an account

To make a booking, you must register for an account. If you already have an account, go to the next section.

1. Go to <https://manningham.bookable.net.au/>
2. Click **Register** at the top of the page.



Venue Bookings ▾

Let's find your venue



Log In

Register

3. In the pop-up window, select **Register With Your Email**.

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 (Organisation 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](#).

4. Select your **account type**: individual, company or organisation representative.
 - For **individuals**, select Private Hirer
 - For **companies or organisations**, select the relevant option. *Selecting Manningham Community Group, Not for Profit or Seniors Group will trigger a verification check by a Council officer before you can access discounted rates.*

Account type

I am an individual

Private Hirer

I represent a company or organisation

Commercial Business - outside Manningham

Commercial Business - within Manningham

Community Group - outside Manningham

Community Group - within Manningham

Cultural or Religious Group

Government Agency

Not for Profit

School - outside Manningham

School - within Manningham

Seniors Group

Sporting Club - outside Manningham

Sporting Club - within Manningham

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.

5. Complete the online registration form.
 - The email address you provide will serve as your username, and you will receive correspondence regarding your bookings.
6. Read the Privacy Policy and Terms of Use, then **tick the box** to accept.

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7. Click **Submit** your registration.
8. A pop-up message will appear to advise if your registration is complete or if it needs to be verified by a Council officer.
 - If your account is automatically verified (most instances), you will see a notification and receive a confirmation email that your registration is successful. Once you have registered, you can log in and start making bookings.
 - If you are registering as a Manningham community group, Not for Profit or Seniors Group category, you will see a pop-up notification to upload required documents, such as proof of Not for Profit/Seniors Group registration. This needs to be supplied in order to access discounted hiring rates.
 - We aim to review the required documents supplied within 48 hours. You will not be able to submit a booking until then. If your request is urgent, please contact venues@manningham.vic.gov.au.

1.2 Log in to your account or reset password

If you already have a Bookable account, log in using your account details:

1. Go to <https://manningham.bookable.net.au/>
2. Click **Log In** at the top of the page.

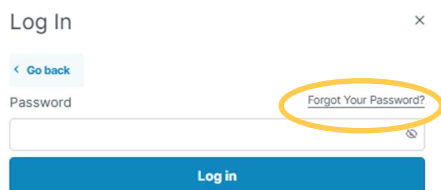


3. Enter your **email address**, click **Log In with Email**, then add your password. Once you are logged in, you can browse our venues and make a booking.
 - If you are not sure which email address is linked to your account, check where you receive correspondence from Bookable, or contact venues@manningham.vic.gov.au.

4. If you need to reset your password, follow the steps above to click **Log In** at the top of the page, enter your email address, **Log In with Email**, then select **Forgot Your Password**.

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Log In

[Go back](#)

Password

[Forgot Your Password?](#)

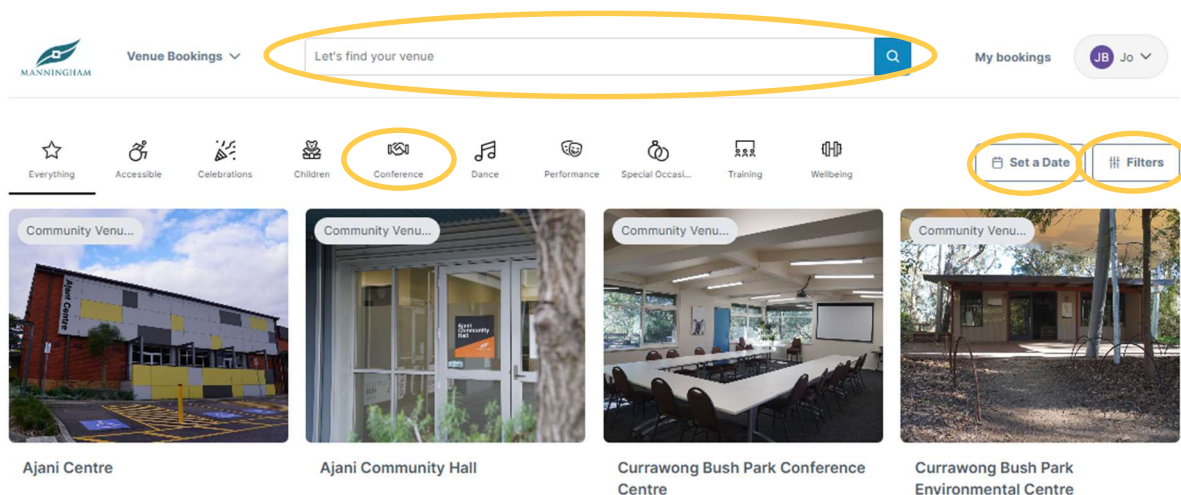
Log in

5. Enter your email address and click **OK**.
6. You will receive an email with instructions to reset your password.

2 Make and manage your booking

2.1 Search for a venue

1. On the landing page you will see a grid of all community venues.
2. There are many ways to find a suitable venue:
 - By entering the venue name in the search bar,
 - By booking your date,
 - By clicking the category icon (eg. Conference or Wellbeing),
 - Or by selecting the Filters button to search by specific attributes such as kitchen or piano

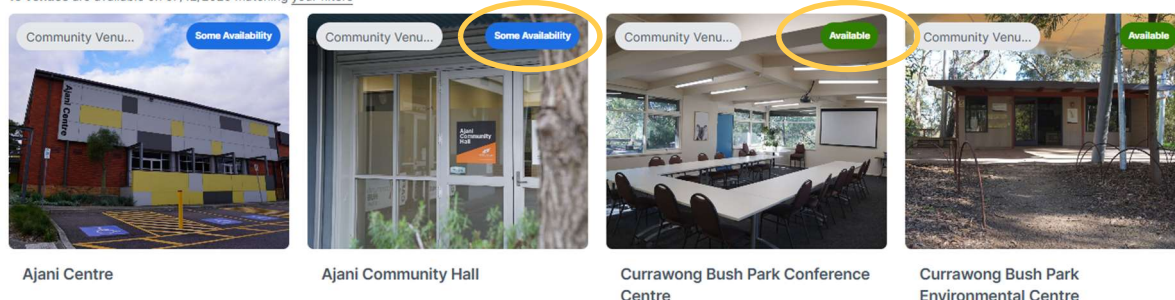


3. After you have applied the search criteria or filter, you will see a grid of venues meeting your criteria, tagged with 'Some Availability' or 'Available'.

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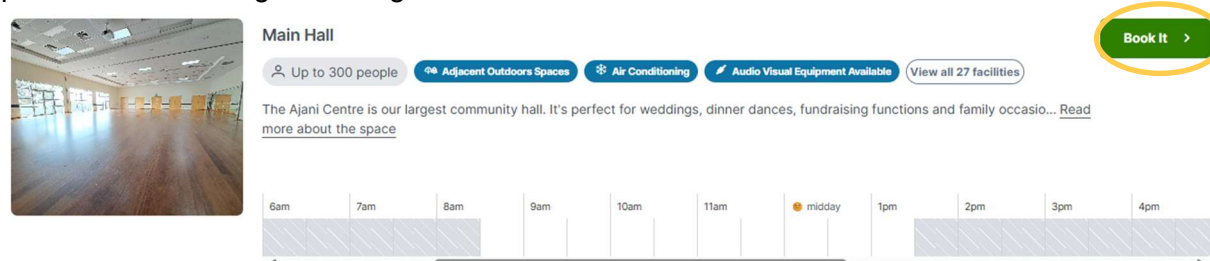
19 venues are available on 07/12/2025 matching your filters



- Click on the venue image to view more information about the facility and bookable spaces within it, including:
 - Capacity for different set-up options
 - Facilities such as air-conditioning, audio-visual equipment and kitchen
 - Calendar view showing existing bookings per day
 - Video tour of the venue
- Once you have found a suitable venue, follow the steps in the next section to make a booking.

2.2 Make a booking

- Once you are logged in and have confirmed that the venue you want to book is available, click **Book It**. If you are not already logged in, you will be prompted to do so before you can proceed with making a booking.



- Enter the requested booking information:
 - Name of booking
 - Purpose of booking
 - Number of attendees

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Community Venue Bookings

3. In the Booking Items section, select the **room, date and timing**
- To add additional rooms on the same date, click on **Add another** and choose the room from the dropdown list. You can select the same or different timing.
 - To add another booking date, click **+ Add a date** and repeat the steps to input the date, time and rooms required.
 - Alternatively, you can select **Create a series**.
 - To remove a date, click on the **relevant date tab** and select the **bin icon**.
 - When all booking dates have been inputted, scroll to the bottom of the page and click **Continue to Pricing & Confirmation**.

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- A Select Extras pop-up window will appear. As all hirers are required to hold Public Liability Insurance (PLI), Council provides the opportunity for you to purchase it with your booking:
 - If you need to purchase PLI, **tick the relevant option**, and select the venue/s, date/s and timings the PLI will apply to. The calculated cost will appear. Click **Review and Finalise** to proceed.
 - If you have purchased separate PLI, click **Review and Finalise** and either upload a copy of your certificate at the next step, or ensure it is uploaded to your profile. Failure to provide proof of Public Liability Insurance will delay confirmation of your booking request.

Select Extras

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

Included Dates

Tuesday 09/12/2025

Name	Description					
<input type="checkbox"/> Public Liability Insurance - Event with alcohol	All bookings require Public Liability Insurance. You can purchase it here or supply your own. This option is available to bookings with less than 10 dates.					
<input checked="" type="checkbox"/> Public Liability Insurance - Event without alcohol	All bookings require Public Liability Insurance. You can purchase it here or supply your own. This option is available to bookings with less than 10 dates.					
Booking Item Name	Time From	Time To	# of Units	Unit Cost	GST	Total
<input checked="" type="checkbox"/> Main Hall	9 AM ▾ : 00 ▾	1 PM ▾ : 00 ▾	1	\$40.00	\$3.64	\$40.00
<input type="checkbox"/> Public Liability Insurance - Regular Hirer	All bookings require Public Liability Insurance. You can purchase it here or supply your own. The Regular Hirer option is available to bookings with 10 or more dates or for customers deemed Regular Hirers by Council.					

[< Back](#)[Review and Finalise >](#)

- At the Confirm & Checkout stage, you will be able to add information about your booking, see a total price, and a summary of all booking dates, time and rooms. You can **also upload Public Liability Insurance evidence** or add another contact to receive notifications about this booking.
- Once you have provided all relevant details, scroll to the bottom of the page and click **Complete Booking**.

Add a contact to subscribe other people to booking notifications.

[Complete Booking >](#)

- Review the Terms and Conditions for your booking, then tick the box and select **Continue**.

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Terms and Conditions

Manningham Council Venues Conditions of Hire

To assist with the success of your hire, Hirers (Hirers) of Manningham Council Venues (Venues) are required to enter into a written agreement with Manningham Council (Council) that includes the following conditions:

1. Booking a Venue

1.1 The Hirer must ensure that the Conditions of Hire have been read prior to...

[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 *

- No documents uploaded.

[Upload Document](#)

☐ I have read and accept the Terms and Conditions.

[Continue](#)

8. If you have booked a space within MC Square, your booking status is now confirmed. For other venues, your booking is tentative, awaiting review and confirmation by Council.
9. To view your booking information, follow the steps in the next section.

2.3 Gathering your event requirements

If you have included information in your initial booking request about catering or set up requirements, we will ask you to complete a requirements checklist in more detail. This is particularly relevant for Function Centre bookings.

1. Log into your Bookable account, click **My Bookings** and navigate to **My Tasks** tab.
2. Click on the relevant **task name**, which opens a popup window.

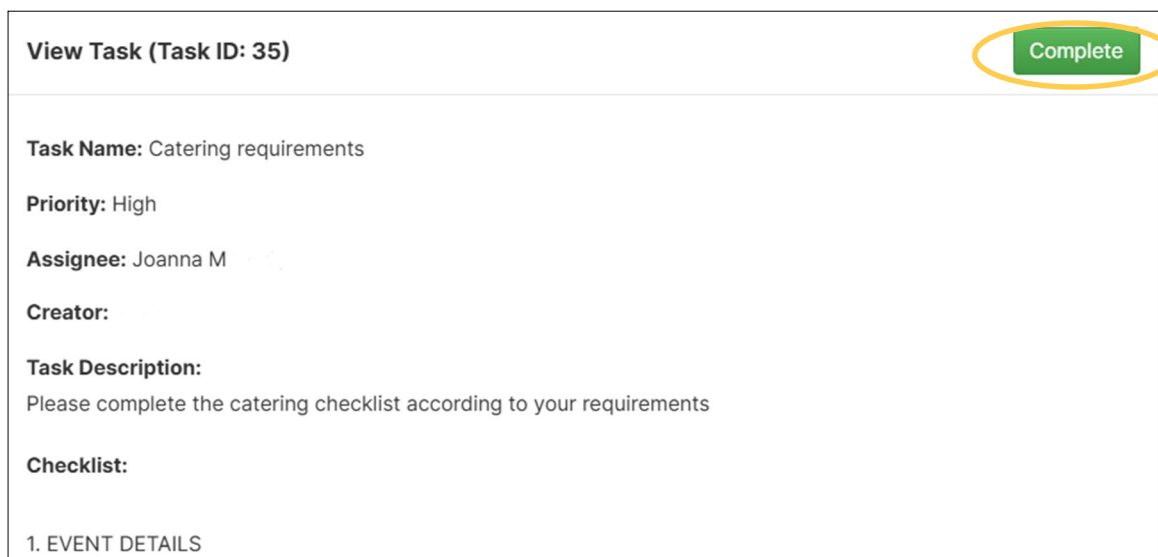
[Home](#) > [My Account](#)

My Bookings My Details My Organisation My Transactions My Tasks				
Id	Task Name	Due Date(s)	Progress	Approval
35	Catering requirements	19/08/2025	Not Started	Pending

3. Complete the task checklist fields and select **Complete** in the top right corner once finalised. If you need to save and return to the checklist at a later time, select **Save** at the bottom.

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View Task (Task ID: 35)

Task Name: Catering requirements

Priority: High

Assignee: Joanna M

Creator:

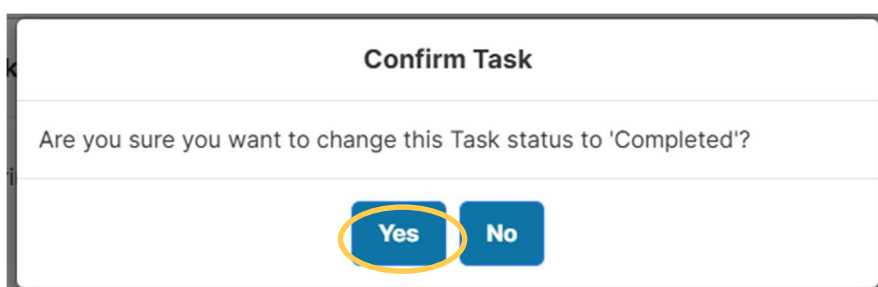
Task Description:
Please complete the catering checklist according to your requirements

Checklist:

1. EVENT DETAILS

Complete

4. In the confirmation window, select **Yes**.



Confirm Task

Are you sure you want to change this Task status to 'Completed'?

Yes **No**

5. When the checklist is marked Complete, it will be returned to the Venues to review and arrange these requirements.

2.4 View your bookings

The *My Bookings* dashboard allows you to view and manage your venue bookings in one central place.

1. Click **My bookings** at the top of the page
2. The first tab My bookings shows a summary of your tentative, confirmed and past bookings in order of the date created. Any enquiries will not show.
3. Click the **three dots** to the far right of each booking row. You will see a menu of quick options:
 - **Send invoice:** Email the invoice to yourself and any additional contact that has been added to the booking
 - **Download invoice:** Download as a PDF to your local computer
 - **Download confirmation:** Download a summary of your booking details, including any recurring dates and times

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Community Venue Bookings

- **Duplicate booking:** Create a new booking based on this information.

My Account

My Bookings My Details My Transactions My Tasks

My Bookings Outstanding : \$4,433.00 Add Payment

Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
517	Under 3s playgroup	Currawong Bush Park Environmental Centre	Public Liability Insurance - Event without alcohol Environmental Centre	04/Sep/25	28/Aug/25	\$296.00	Confirmed
515	Justins Family Celebra...	Manningham Function Centre	Function Centre Heide Room	16/Nov/25	28/Aug/25	\$4,300.00	Tentative

Send Invoice
Download Invoice
Download Confirmation
Add to Calendar
Duplicate Booking

2.5 Edit a booking

If your booking is more than 21 days ahead, you can follow these steps to edit a booking. If your booking is within 21 days (or your booking is locked), please email venues@manningham.vic.gov.au.

1. Click on **My bookings** at the top of the page
2. Under the first tab My bookings, click the **name of the booking** you wish to edit.

My Account

My Bookings My Details My Transactions My Tasks

My Bookings Outstanding : \$4,300.00 Add Payment

Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
515	Justins Family Celebra...	Manningham Function Centre	Function Centre Heide Room	16/Nov/25	28/Aug/25	\$4,300.00	Tentative

Update booking details (personal notes)

You may wish to add personal notes to this section – however be aware that any requests made will not trigger a review notification by the Council team, you will need to contact them directly. Any edits in this area will not change your booking status (eg from confirmed to tentative).

Edit an existing booking date or hiring time (more than 21 days ahead)

If your booking date is more than 21 days ahead, you can edit the date or hiring time by following these steps.

If your booking date occurs within 21 days, you will not be able to make any changes except cancellation – please contact venues@manningham.vic.gov.au.

1. Open your booking and navigate to the booking date row you wish to change and click **Edit** on the right side of page.



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Booking dates								
Bookable Item	From	To	Unit	# of Units	Unit price	Total	GST	Issues
<div> <div>▼ Sunday 16th November 2025</div> <div> <div>Function Centre Heide Room</div> <div>12:00 PM</div> <div>05:00 PM</div> <div>Days</div> <div>1</div> <div>\$4,300.00</div> <div>\$4,300.00</div> <div>\$390.91</div> </div> </div>								
								Edit

- In the pop-up window, select the new date using the **calendar icon**. If your new date is outside 21 days, you will see information about venue availability.
- If there is a clash with an existing confirmed booking in this venue space, you will not be able to request this time/date. You can click **Show all Venue Items** to view other spaces within this venue.
- To edit the hiring time, select the requested **start and end time** for your hire period, including set up and pack down. Ensure any Public Liability Insurance purchased matches the updated times.
- Once your changes have been made, scroll to the bottom of the page and click **Save** to continue, or **Cancel** to leave without changing.

Booking : 16 November 2025 Sunday

Date: 16/11/2025 
 Attendees: 20 

[+ Add Date to Booking](#)


Bonds	Current \$	New \$	Change \$	Payable/Refundable
No bonds.				

Additions	Current \$	New \$	Change \$	Payable/Refundable
No additions.				

Item	Date	Before	From	To	After	Units	
Function Centre Heide Room	16/11/2025	60 mins	12 PM : 00	5 PM : 00	60 mins		Add Resource Cancel

[Add Bookable Item](#)

Function Centre Heide Room - Nov 16, 2025

8am 9am 10am 11am  midday 1pm 2pm 3pm 4pm 5pm

[Show all venue items](#)

[Save](#)
[Cancel](#)

- A Change Booking window will appear.
 - To go ahead with the change, click **Yes**. Your entire booking will show as tentative and the requested changes will be reviewed by Council.
 - Otherwise select **No**.

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Change Booking

You have made changes and the status of your booking is now tentative pending approval and confirmation by Council. If you have changed dates or times for your booking, all previous dates and times will not be reserved. Press Yes to proceed or No if you do not want to proceed.





7. Repeat these steps for any other bookings you wish to edit.

Add a date to existing booking

1. Navigate to an existing booking date and click **Edit** on the right side of page.
2. Click **+ Add Date to Booking**.

Booking : 16 November 2025 Sunday

Date	Attendees:
16/11/2025 	20 
+ Add Date to Booking	

3. In the pop-up window, select the additional date using the **calendar icon**.
4. If the date occurs within 21 days you will not be able to add it – please email venues@manningham.vic.gov.au.
5. The items included will match the existing booking by default – for example, the specific venue space and any extras such as Public Liability Insurance. If these are incorrect, select **Remove** and **Add Bookable Item**.
6. Review the prefilled **start and end times** and edit if needed.
7. If there is a clash with an existing confirmed booking in this venue space, you will not be able to request this time/date. You can click **Show all Venue Items** to view other spaces within this venue.
8. When you have completed your changes, scroll to the bottom of the page and click **Save**. To exit without saving changes, click **Cancel** at the bottom of the window.
9. If you have clicked **Save**, a notification window will appear to ask you to confirm the changes. Any additional booking dates will be added as tentative until reviewed. If your booking was previously confirmed, the entire series will revert to tentative until reviewed (except MC Square).
10. To proceed with the change, click **Yes**. The requested booking date(s) will be reviewed by Council. Otherwise, click **No**.

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2.6 Public Liability Insurance requirements

All hirers are required to hold Public Liability Insurance (*already included within Function Centre hire*). This can be purchased alongside your booking or added to an existing booking. Alternatively, you can upload proof of separate purchase. Without proof of PLI, your booking confirmation may be delayed or your booking cancelled.

Add Public Liability Insurance to an existing booking

1. Open the **booking name**, scroll to the booking date and select **Edit**.
2. Click **Add Resource** and select the appropriate option from the dropdown list.
 - Event with alcohol
 - Event without alcohol
 - Regular hirer (more than 10 bookings per year)

Booking : 18 November 2025 Tuesday

Date
18/11/2025

Attendees:
15

Bonds	Current \$	New \$	Change \$	Payable/Refundable
Key Bond	\$30.00		\$0.00	\$30.00

Additions	Current \$	New \$	Change \$	Payable/Refundable
No additions.				

Item	Date	Before	From	To	After	Units
Environmental Centre	18/11/2025	60 mins	9 AM : 00	12 PM : 00	120 mins	<div>Add Resource</div> <div>Cancel</div>
	18/11/2025		9 AM : 00	12 PM : 00		<div>Remove</div>
<div>Public Liability Insurance - Event with alcohol</div> <div>Public Liability Insurance - Event without alcohol</div> <div>Public Liability Insurance - Regular Hirer</div>						

Environmental Centre - Nov 18, 2025

6am

7am

8am

9am

10am

11am

midday

1pm

2pm

3pm

4pm

Show all venue items

Save

Cancel

3. Ensure the PLI date and times match your booking.

Public Liability In	18/11/2025	9 AM : 00	12 PM : 00	1	<div>Remove</div>
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4. Scroll to the bottom of the page and click **Save**. To exit without saving changes, click **Cancel** at the bottom of the page.

Remove purchased Public Liability Insurance from an existing booking

PLI can be removed for bookings more than 21 days ahead.

1. Open the **booking name**, scroll to the booking date and find the Public Liability Insurance product you wish to remove. Click **Cancel** on the right side of the page.

Item	Date	Before	From	To	After	Units	
Environmental Centre	18/11/2025	60 mins	9 AM ▾ : 00 ▾	12 PM ▾ : 00 ▾	120 mins		Cancel
Add Resource							
Public Liability Insurance - Event without alcohol	18/11/2025		9 AM ▾ : 00 ▾	12 PM ▾ : 00 ▾		1	Cancel

2. You will see a Cancellation Impact window. Click **OK** to continue with removing purchased Public Liability Insurance from your booking.
3. The Public Liability Insurance product will show as cancelled under this booking date. If you have removed it by mistake, please contact venues@manningham.vic.gov.au as you will not be able to reinstate the same product.

Upload a certificate of Public Liability Insurance to your booking

This can be done at the time of booking or by editing the booking later.

1. Open the booking and scroll down to Documentation
2. Click **Choose a file** and upload the relevant document (PDF and Document types accepted).
3. The document is now attached to your booking

Documentation

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

Public Liability Insurance

Mandatory documentation to proceed with your booking.

No documents uploaded.

Choose a File

Upload a certificate of annual Public Liability Insurance to your Bookable Profile

If you have purchased annual PLI, this can be added to your account profile rather than needing to attach proof to each booking. See section 2.9 and 2.10 for further details.

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2.7 Cancel a booking

These steps explain how to cancel an entire booking (which may include multiple dates), or to cancel specific dates within a booking.

1. Click on **My bookings** at the top of the page.
2. Select the **booking name** you wish to cancel.
3. In the next window, you will see further details of your booking, including any recurring dates in a series.

Cancel the entire booking

If no dates within the booking have previously occurred, follow these steps to cancel the entire booking. If some dates have already occurred, you can either cancel the specific future dates or contact venues@manningham.vic.gov.au.

1. Click **Cancel this booking**

🏠 > My Account > Bookings > Under 3s playgroup (#517)

Under 3s playgroup

🗨 Tentative Booking #517

📍 Currawong Bush Park Environmental Centre

📅 Starting Tuesday 18th November 2025 [Add to Calendar](#)

👤 Booked by Jo Brown

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

2. A pop-up window appears. To proceed with cancelling the booking, click **Yes**.
3. If you have cancelled the entire booking, the status will show as cancelled within My Bookings summary.

Id	Booking Name	Venue	Items	Next Booking Date	Date Created	Price	Status
190	Meeting	Lower Templestowe Community Centre	Main Hall		21/May/25	\$0.00	Cancelled by Applicant

Cancel specific date(s) within a booking

1. Open your booking and select **Edit** on the right side of the page

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Booking dates

Bookable Item	From	To	Unit	# of Units	Unit price	Total	GST	Issues
<div> ▼ Tuesday 18th November 2025 Edit </div>								
Environmental Centre	09:00 AM	12:00 PM	Hours	3	\$31.00	\$93.00	\$8.45	
Public Liability Insurance - Event without alcohol	09:00 AM	12:00 PM	Units	1	\$40.00	\$40.00	\$3.64	
<div> ▼ Thursday 20th November 2025 Edit </div>								
Environmental Centre	09:00 AM	12:00 PM	Hours	3	\$31.00	\$93.00	\$8.45	
Public Liability Insurance - Event without alcohol	09:00 AM	12:00 PM	Units	1	\$40.00	\$40.00	\$3.64	

- Navigate to the date you wish to cancel and click **Cancel** on the right side of the page.
- If you have selected multiple spaces within that venue, you can choose if you wish to cancel one or each of them.

Booking : 20 November 2025 Thursday

Date
 20/11/2025

Attendees:
 15

[+ Add Date to Booking](#)

Bonds	Current \$	New \$	Change \$	Payable/Refundable
Key Bond	\$30.00		\$0.00	\$30.00

Additions	Current \$	New \$	Change \$	Payable/Refundable
No additions.				

Item	Date	Before	From	To	After	Units
Environmental Centre	20/11/2025	60 mins	9 AM ▾ : 00 ▾	12 PM ▾ : 00 ▾	120 mins	
Add Resource						
Public Liability Insurance - Event without alcohol	20/11/2025		9 AM ▾ : 00 ▾	12 PM ▾ : 00 ▾		1
Cancel						
Add Bookable Item						

Environmental Centre - Nov 20, 2025



[Save](#) [Cancel](#)

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- When you have completed your changes, scroll to the bottom of the page and click **Save**. To exit without saving changes, click **Cancel** at the bottom of the page.
- A Cancellation Impact pop-up notification will let you know whether these changes result in a charge or a refund, depending on the terms and conditions.
 - Click **Ok** to agree and continue with the cancellation
 - Click **Cancel** to go back without making changes to your booking

Cancellation Impact

Based on your cancellation terms you will be charged **\$0.00**. This will result in a refund of **\$133.00**, 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.



- If you have cancelled specific date(s) within a booking, this information will show within the booking dates summary.

Booking dates

Bookable Item	From	To	Unit	# of Units	Unit price	Total	GST	Issues
▼ Tuesday 18th November 2025								
Environmental Centre	09:00 AM	12:00 PM	Hours	3	\$31.00	\$93.00	\$8.45	Edit
Public Liability Insurance - Event without alcohol	09:00 AM	12:00 PM	Units	1	\$40.00	\$40.00	\$3.64	
▼ Thursday 20th November 2025								
Environmental Centre	09:00 AM	12:00 PM	Hours	3	\$31.00	\$93.00	\$8.45	Edit
Public Liability Insurance - Event without alcohol	09:00 AM	12:00 PM	Units	1	\$40.00	\$40.00	\$3.64	Cancelled

2.8 Subscribe others to booking notifications

- Click on **My Bookings** and view the My Bookings tab
- Find the **booking name** you wish to add the additional contact person to
- Scroll to the bottom of the page and click **Add Contact** on the right side of page.

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Subscribe Others to Booking Notifications

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

Add Contact ▾

- + Add existing contact
- + add manual contact

4. Select either **+ Add existing contact** or **+ Add manual contact**, enter their details and click **Add Contact**.
5. They will now receive updates for this specific booking.

2.9 Manage your personal details

This section allows you to update your personal information, preferences or add an additional contact to all bookings.

1. Click on **My Bookings** at the top of the page.
2. Click on the third tab **My Details**.

🏠 > My Account

My Bookings **My Details** My Transactions My Tasks

3. To add an additional contact to all bookings:
 - In the Contact Details section, click **+ Add Contact**.
 - Enter your changes and select **Save** at the bottom of the page. To exit without saving, click **Cancel**.

Contact Details

+ Add Contact

4. To edit your personal details:
 - Click on the **green icon** to the right of your name. This will open a pop-up window where you can edit name, salutation, contact details and more.
 - Enter your changes and select **Save** at the bottom of the page. To exit without saving, click **Cancel**.

Name	Address	Mobile	Documents	Main
Jo Brown	699 Doncaster Road Doncaster Victoria 3452	+6104.		true



5. To sign up to news and helpful information, use the **toggle** option.
6. To upload an annual certificate of Public Liability Insurance, click **Upload Document** and follow the prompts.

2.10 Manage your organisation details

This information is not relevant to individual hirers and will not appear.

1. Click on **My Bookings** at the top of the page
2. Click on the third tab **My Organisation**
3. To edit existing organisation details
 - Click **Modify** and enter the changes
 - Click **Save**
4. If you wish to add another user to your organisation:
 - Scroll down and click **+ Add User**
 - Fill in new user's information and click **Save**
 - Select/unselect the toggle **Allow users to see bookings for whole organisation**. If this is unselected, they will only see their own bookings.
2. To upload an annual certificate of Public Liability Insurance, click **Upload Document** and follow the prompts.

3 Payments and invoices

3.1 Payment terms

Payment terms for the hire of Manningham Council's venues vary depending on the nature of the hire and the organisation hiring. Full information can be found in the Terms and Conditions.

3.2 Pay an invoice through Bookable (recommended method)

Where possible, we recommend using the Bookable customer portal to pay your invoice with credit/debit card. This will also facilitate the fastest refund process should that be relevant in your circumstances.

1. Click on **My Bookings** at the top of the page and **select the booking name**.
2. In the booking summary you will see Payment due. Click **Make payment now**.

🏠 > My Account > Bookings > Under 3s playgroup (#517)

Under 3s playgroup

✅ Confirmed Booking #517

📍 Currawong Bush Park Environmental Centre

📅 Starting Thursday 4th September 2025 [Add to Calendar](#)

👤 Booked by Jo Brown

[Duplicate this booking and make another](#) >

[Download a copy of your booking confirmation](#) >

[Cancel this booking](#) >

⚠️ **Payment due** Please review the [payment table](#) below and make payment.

Manage your booking

Payment

Information

Dates

Documentation

Contacts

Payment due

Fees	\$399.00
Adjustments	-\$133.00
Bonds	\$30.00
Total incl. GST	\$296.00
Paid	\$0.00
Payable now	\$163.00
Payable later	\$133.00

Make payment now

3. Choose the **payment type** and **payment amount**.

Bookable User Guide

Community Venue Bookings

Add Payment

1. Please choose payment type:
Credit/Debit Card

2. Please choose payment amount:
Payable Now - \$163.00
Payable Now - \$163.00
Amount Outstanding - \$296.00

Booking 517 - Under 3s playgroup (Amount Due: \$296.00)

Invoice	Outstanding	Due Date	Amount
[BOND] Currawong Bush Park Environmental Centre Key Bond	\$30.00	28/08/2025	\$30.00
[INVOICE] Currawong Bush Park Environmental Centre Public Liability Insurance - Event without alcohol 04/09/2025 09:00 to 04/09/2025 12:00	\$40.00	28/08/2025	\$40.00
[INVOICE] Currawong Bush Park Environmental Centre Environmental Centre 04/09/2025 09:00 to 04/09/2025 12:00	\$93.00	28/08/2025	\$93.00
[INVOICE] Currawong Bush Park Environmental Centre Environmental Centre 18/11/2025 09:00 to 18/11/2025 12:00	\$93.00	28/10/2025	\$93.00
[INVOICE] Currawong Bush Park Environmental Centre Public Liability Insurance - Event without alcohol 18/11/2025 09:00 to 18/11/2025 12:00	\$40.00	28/10/2025	\$40.00

Checkout **Cancel**

4. In the next screen, enter the **debit or credit card details** and **tick the reCAPTCHA**.

Please input credit card details

Total Amount:
\$163.00

Card Type:
VISA

Card Number:
Card Number

Card Holder Name:
Cardholder Name

CVV:
CVV

Expiry:
MM/YY

☐ Securely save your card for quick checkout in the future

☐ I'm not a robot

Submit **Cancel**

5. You will receive a copy of the receipt by email, and the payment is visible under **My Transactions**

3.3 Other payment methods

A variety of payment methods are available:

Online card payment through Bookable

Bookable User Guide

Community Venue Bookings

- Visa and Mastercard are both accepted
- A surcharge applies for credit cards. No surcharge for debit cards.
- This is the recommended option as it provides the fastest bond refund after your event

In person

- You can make payments at the [Council offices](#)
- In person payment methods: Cash, cheque or EFTPOS (debit or credit card, Visa and Mastercard only). A surcharge will apply to credit card payments.

Mobile and Internet Banking

- BPAY payment using the Biller Code and Reference shown on your invoice

3.4 View your transaction history

1. Click on **My bookings** at the top of the page.
2. Click on the fourth tab **My Transactions** to see the full transaction history.

🏠 > My Account

[My Bookings](#) [My Details](#) [My Transactions](#) [My Tasks](#)

My Transactions

Filters

Balance Type:
Outstanding
All Balance Types
Outstanding
Completed

Transaction Type:
All Transaction Types

Date From
29/07/2025

Date To
28/08/2025

Transactions Per Page
25 50 100 All

Search

Customer	Invoice	Date	Description	Transaction Type	Amount	Applied	Balance
Jo Brown	INV-319	28/08/25	Manningham Function Centre	INVOICE	\$4,300.00	\$0.00	\$4,300.00
Jo Brown	INV-321	28/08/25	Currawong Bush Park Environmental Centre	INVOICE	\$93.00	\$0.00	\$93.00
Jo Brown	INV-321	28/08/25	Currawong Bush Park Environmental Centre	INVOICE	\$40.00	\$0.00	\$40.00

4 FAQs

Do I need an account to make a booking?

Yes, you will need to register for an account to make a booking. If you are registering as a *Not for Profit*, *Seniors Group* or *Manningham Community Group*, your account will need to be manually reviewed before you are able to book venues.

How do I reset my password?

Follow the steps to Log In, then select Forgot Password and follow the prompts to reset your password.

How do I find a venue to suit my needs?

The [Bookable home page](#) offers a range of ways to find a venue that suits your needs. Try one of these:

- Click the category icon (eg Dance)
- Enter your preferred date
- Or click Filter to select by specific attributes such as kitchens, timber floors or audio-visual equipment

I've made a tentative booking – what happens next?

A Council officer will review your booking. Once it's approved, you'll receive a confirmation along with a copy of your invoice. You will also see the status change to confirmed in My Bookings. If we need more information, we'll get in touch with you.

I want to specify menu and AV set up requirements for my Function Centre booking

When you make your initial booking request, you have the opportunity to add some notes about your needs. Regardless, a member of the Function Centre bookings team will be in contact with you to initiate the requirements gathering process, such as checklists and menu links.

Do I need Public Liability Insurance?

All hirers – with the exception of Function Centre – are required to hold Public Liability Insurance (PLI) that covers the duration of their hire/s. Manningham Council offers you the option to purchase it as part of your booking or to provide evidence of separately purchased PLI.

Bookable User Guide

Community Venue Bookings

What payment methods are available?

We accept Visa and Mastercard debit/credit cards when paying through Bookable and BPAY. Cash, Cheque and EFTPOS are also accepted in person at our [Customer Service centre](#).

Who can I contact for assistance?

You can contact our Community Venues team on [03 9840 9458](tel:0398409458) or venues@manningham.vic.gov.au.