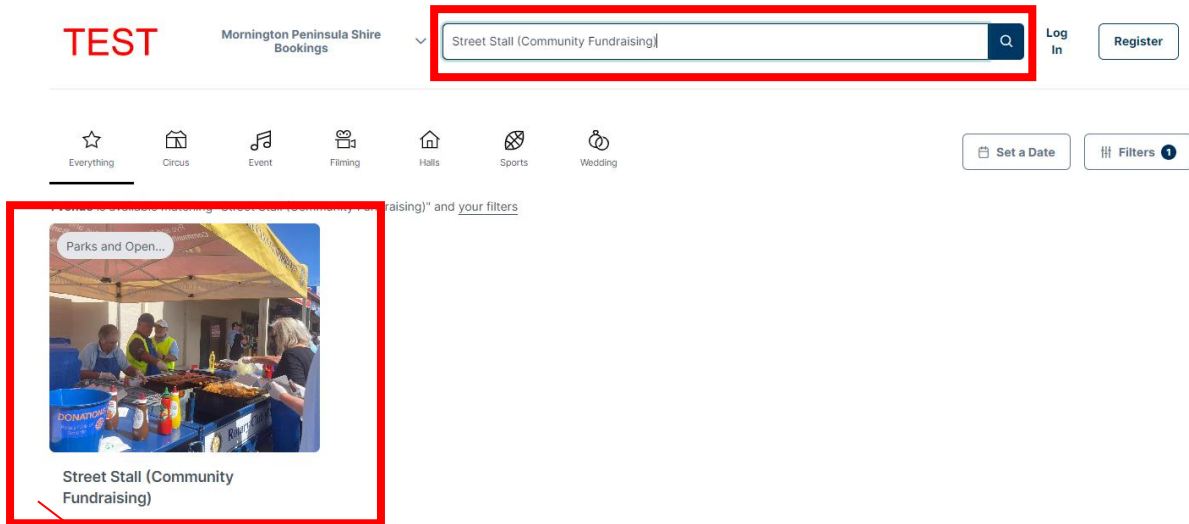
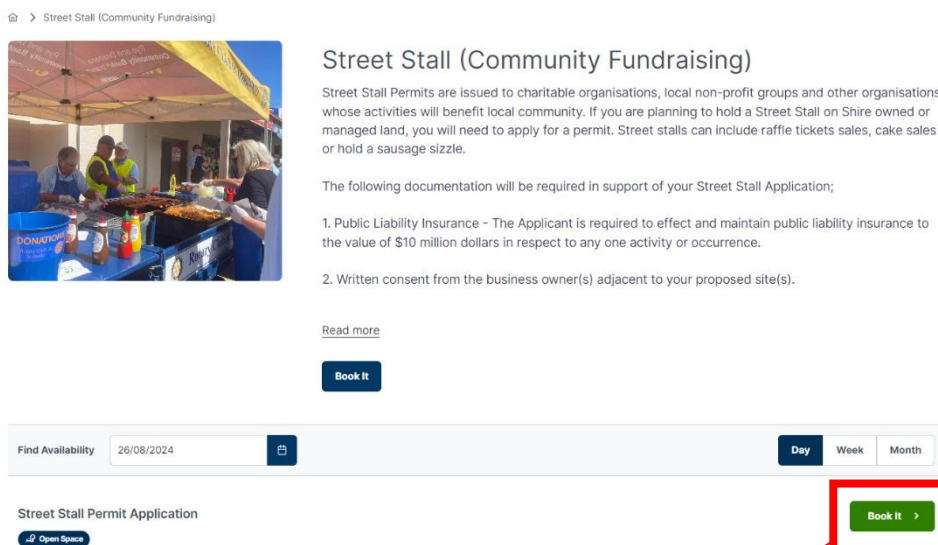


Street Stall Guide - Bookable

HOW TO BOOK A SPACE FOR YOUR STREET STALL



- Type in at the top search bar **Street Stall (Community Fundraising)**
- Select your date (you will have an opportunity to add other dates within the booking if you require)
- Select the image – **Street Stall (Community Fundraising)**



Select **Book It** to proceed to the booking page.

Street Stall Guide - Bookable



1 Find 2 Refine 3 Confirm & Checkout

Booking Information

Name of Booking (150 characters)

Give it a name such as "Dance classes" or "Sports training"

Purpose of Booking

Select a purpose

- (OS) Events
- (OS) Film & Photography Student
- (OS) Filming
- (OS) Markets
- (OS) Wedding *3 hour max

Number of People Attending

end things up and remember your details for next time

New Booking

Starting Wednesday 21st August 2024

Dromana Foreshore

Notes from the Booking Team

For instructions on how to use Mornington Peninsula Shire TEST online booking system please read the below.

You will need to register to make a booking. Registering

[Read the full instructions](#)

- Add the name of your booking.
- Add your purpose for booking – **'Street Stall'**.
- Add the number of people attending the stall
- Continue to scroll down to **Booking Items**;

Street Stall Guide - Bookable



Reoccurring booking. Please see next page.

Booking Items

Monday 26/08/2024 Add a Date Create a Series

Booking summary for Monday 26/08/2024

On 26/08/2024

You are booking

Street Stall Permit Appli... from 9 AM : 00 to 10 AM : 00

Availability calendar for Monday 26th August 2024

Day Week Month

Street Stall Permit Application

6am 7am 8am 9am 10am 11am midday 1pm 2pm 3pm 4pm

To adjust the timings for your booking – Select the date you wish to update and then proceed to adjust the timings.

- Once you have added in your dates and times proceed to the bottom of the page and select.

[Continue to Pricing & Confirmation >](#)

Street Stall Guide - Bookable



Reoccurring Bookings Street Stall

After updating the additional dates – Save then exit this page.

× Add new date or repeat

Save

Repeating series Individual dates

Booking date to copy

Friday 23/08/2024

Start repeating on

22/08/2024

Repeat every

1 months

Select drop down if you want your booking to repeat; Daily, Weekly or Monthly.

Repeat on

On day

On the first Thursday

Select what date of the month/week you would like it to be repeated.

End series

after 2 time/s

On

Add in when you would like your booking date to end.

Street Stall Guide - Bookable




PLEASE NOTE:

Your Details

Your email address

Title (optional) ▼

First name Last name

 61 ▼ 9 9999 9999

Mobile Number

Street address (optional)

Australia ✕ ▼

Suburb (optional) States (optional) ▼ Postcode (optional)

- If you have not registered or logged into your account - you can add in your guest details here.
- It is preferred that you register and create an account as you can go back and look at past bookings and documents you have uploaded.

Street Stall Guide - Bookable



? Additional questions

Street Stall Application Form

This is an application only, your date and location request is not confirmed until you receive a Street Stall Permit from your assigned Event Officer. You will need to upload all requested documents into your Bookable account. This includes Public Liability Insurance greater than 10 million dollars AND written consent from business owners adjacent to your proposed site/s (if any).

Type of stall *

Location and address of Stall *

Date(s) and/or recurrence (e.g. every second Saturday of the month). Optional if not selected on the booking page.

Time of stall operation (e.g. 9:00-14:00). Optional if not selected on the booking page.

Equipment on site (e.g. tables, chairs, marquee, barbecue) *

PUBLIC LIABILITY: As part of your Permit you are required to upload public liability insurance with a minimum coverage of \$10 million. *

I understand

NOTIFICATIONS: You are required to upload written consent from the business owner adjacent to your proposed site/s *

I understand

FOOD & BEVERAGE: If you are having a sausage sizzle or selling food or beverage, you'll have to be registered with FoodTrader. You'll also need to lodge a Statement of Trade each time you are selling food. It is your responsibility to collect this document. Fines may apply. For more information contact food@mornpen.vic.gov.au *

- Please ensure you answer all questions to the best of your ability.
- Should you not know the answer at the time of filling out the form – you may right TBA and your event permitting officer can update once information has been provided.
- Once the check list has been completed you can select;

[Complete Booking >](#)

Terms and Conditions

EVENT PERMIT

WEDDING PERMIT

FILMING & PHOTOGRAPHY PERMIT

If you have some of the completed documentation on hand you can upload in this space. Otherwise, there is opportunity later in your account to upload

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

Street Stall - Written Permission *

- No documents uploaded.

Upload Document

I have read and accept the Terms and Conditions.

Continue

After reading the terms and conditions select the box next to **I have read and accepted the Terms and Conditions.** Then click **Continue.**

Street Stall Guide - Bookable

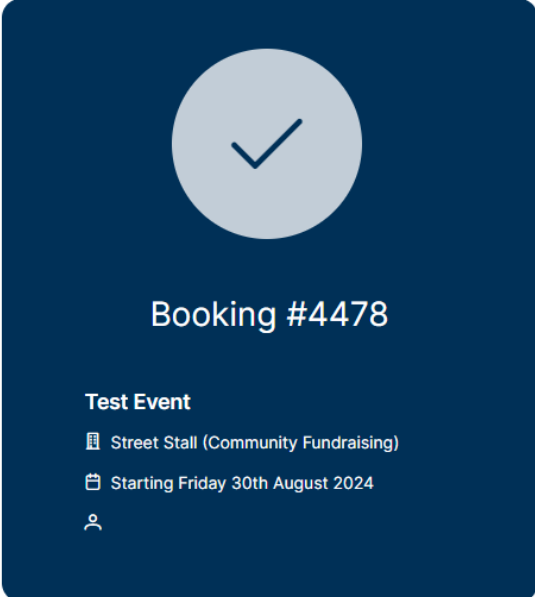
Your booking has
been received! 🍌

Your booking is now in review, and we have emailed a copy of
everything to

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



Click any of these buttons if you wish to view your booking,
duplicate this booking, or explore any of our other venues.



Booking #4478

Test Event

- 📅 Street Stall (Community Fundraising)
- 📅 Starting Friday 30th August 2024
- 👤

Street Stall Guide - Bookable



- If you click view and manage your booking – you will be brought to your booking page.

Test Event

X Tentative Booking #4466

Dromana Foreshore

Starting Saturday 24th August 2024 [subscribe to calendar feed](#)

Booked by Guest

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

Documentation missing Required documentation needs to be uploaded for this booking

Manage your booking

Payment

Information

Dates

Additional fees

Documentation

Contacts

Payment due

Fees	\$185.00
Adjustments	\$0.00
Bonds	\$0.00
Total incl. GST	\$185.00
Paid	\$0.00
Payable now	\$0.00
Payable later	\$185.00

Upload all your required documentation to obtain your street stall permit.

Street Stall Guide - Bookable



- You can go back to your account, by selecting **my bookings** at the top right corner.

The screenshot shows the 'My Bookings' page. At the top right, there is a navigation menu with a button labeled 'My bookings' highlighted by a red box. Below the main header, there is a section titled 'My Bookings' with a sub-section 'My Bookings' and a button 'Add Payment'. Below this is a table with columns: Id, Booking Name, Venue, Items, Next Booking Date, Date Created, Price, Status. The first row in the table has '193' in the Id column, 'Test Event' in the Booking Name column (highlighted by a red box), 'Mornington Park' in the Venue column, 'Mornington Park' in the Items column, '23/Feb/24' in the Next Booking Date column, '\$0.00' in the Price column, and 'Cancelled by Applicant' in the Status column. A red arrow points from the 'My bookings' button to the 'Test Event' row, and another red arrow points from the 'Test Event' row to the text below.

All your current and past bookings will be in this location- you can go in a look at all your bookings and documentation.

If you're logged into your account you will be able to access all your bookings via this button.