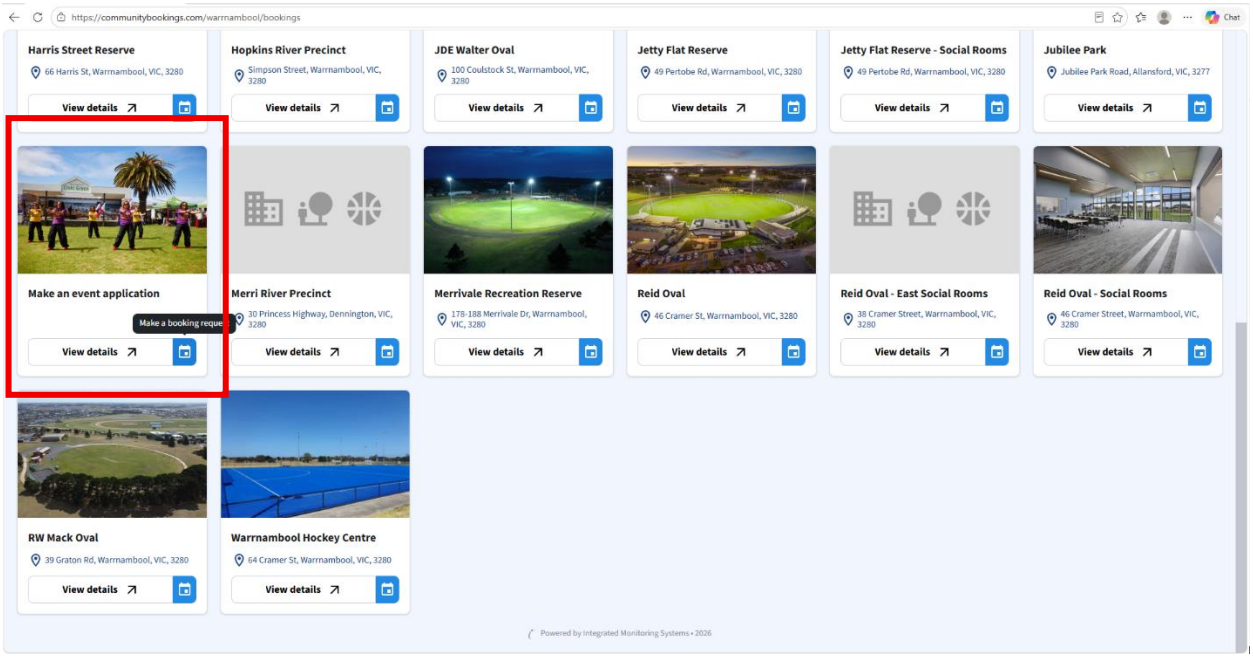
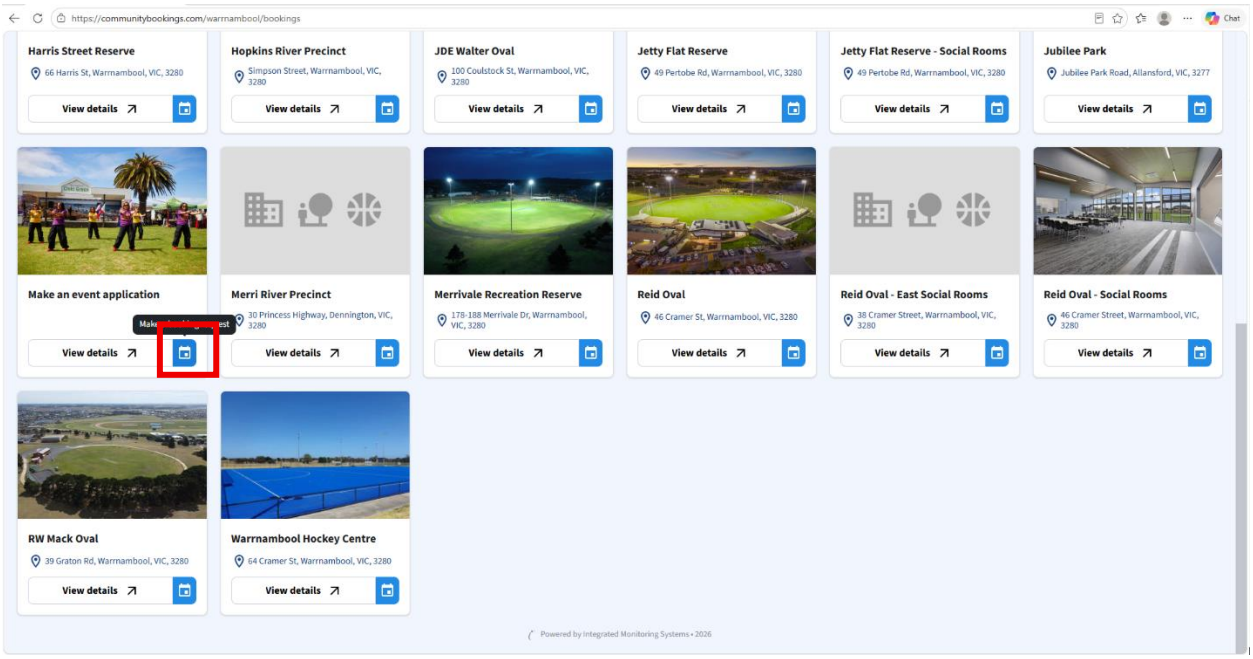
How to apply for an event permit at Warrnambool:

How to apply for an Event Application at Warrnambool:

Navigate to https://communitybookings.com/warrnambool/bookings and find “Make an event application”.

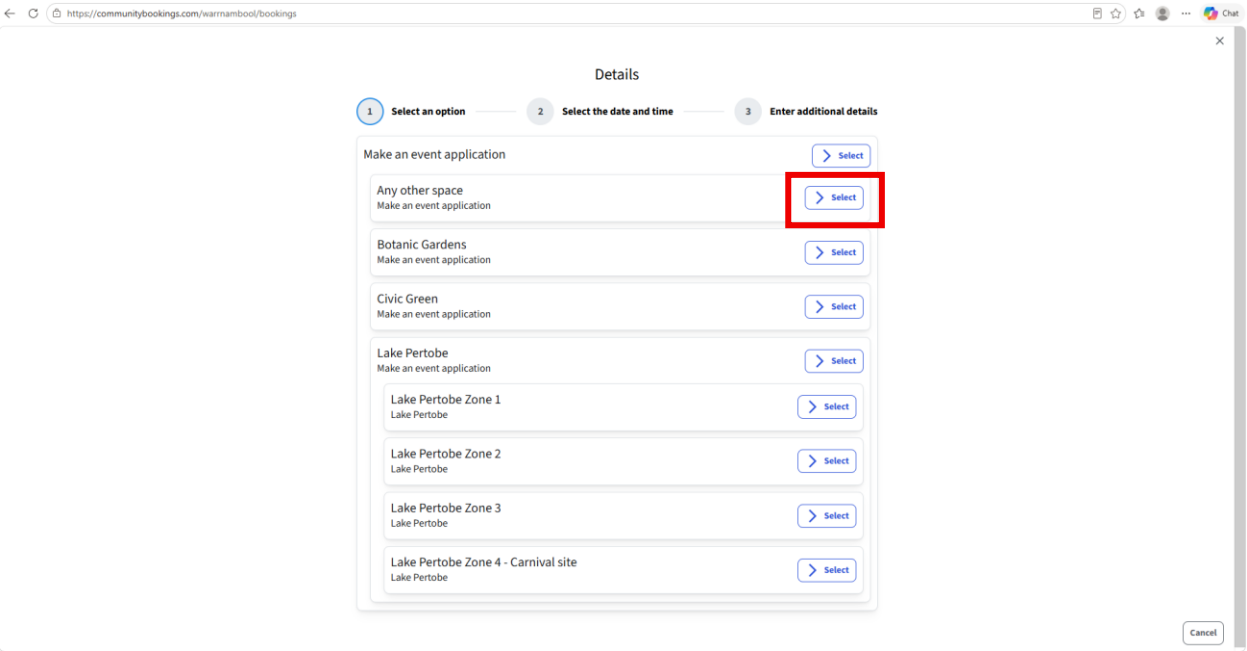


Click “Make booking request”

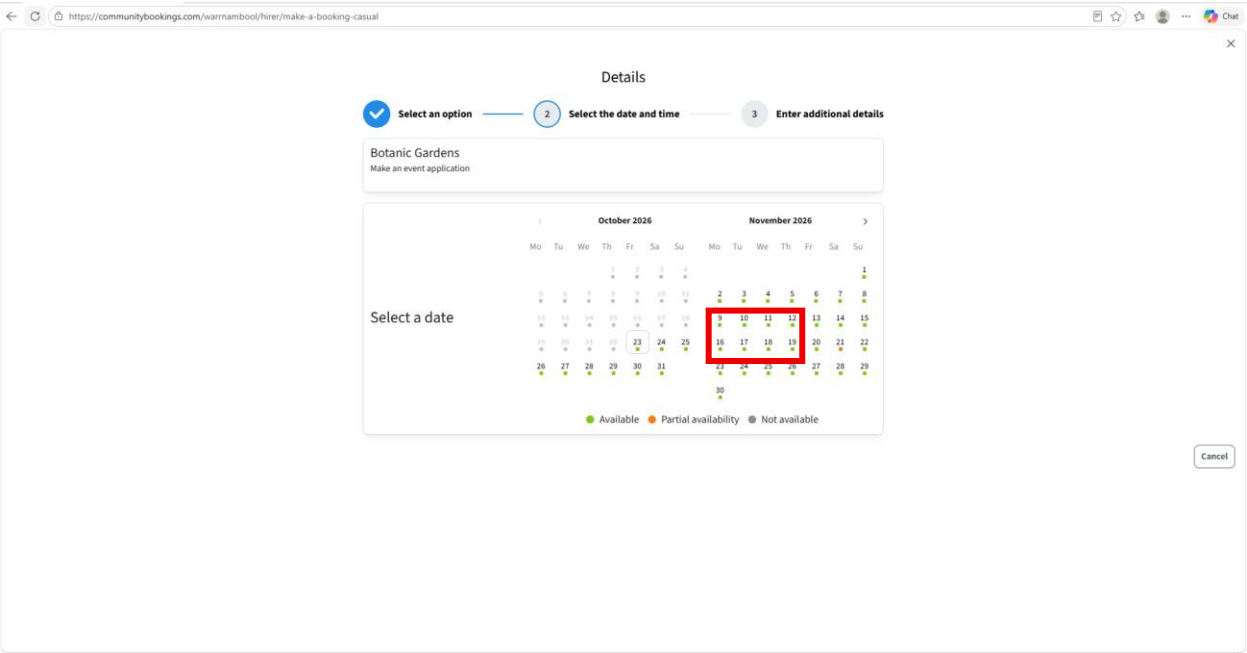


How to apply for an event permit at Warrnambool:

Select the venue (if using an alternate space, select “Any other space”.)

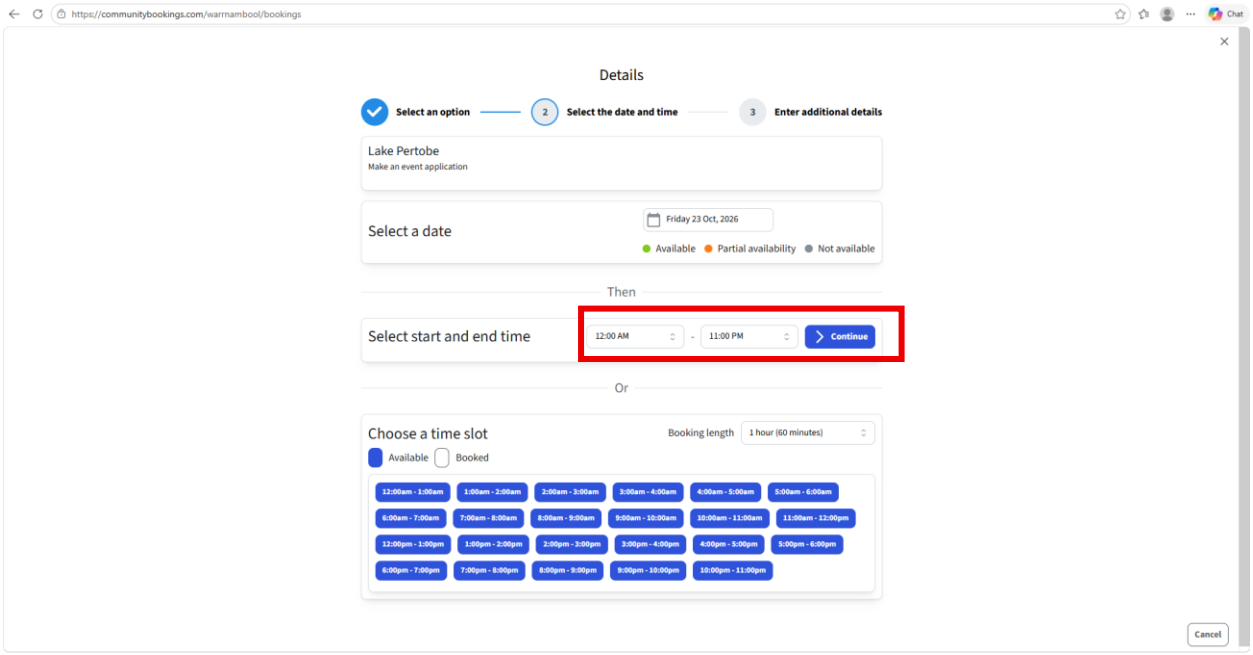


Select the first date of the booking

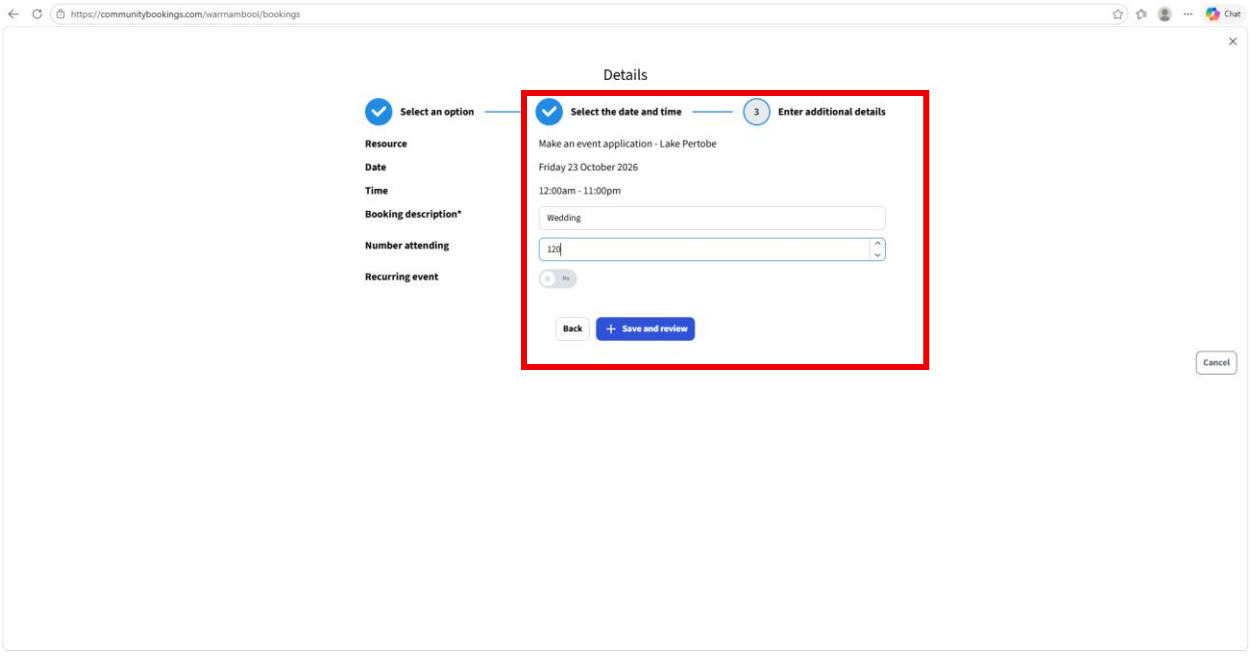


How to apply for an event permit at Warrnambool:

Select the start and end time of the event and select “Continue”

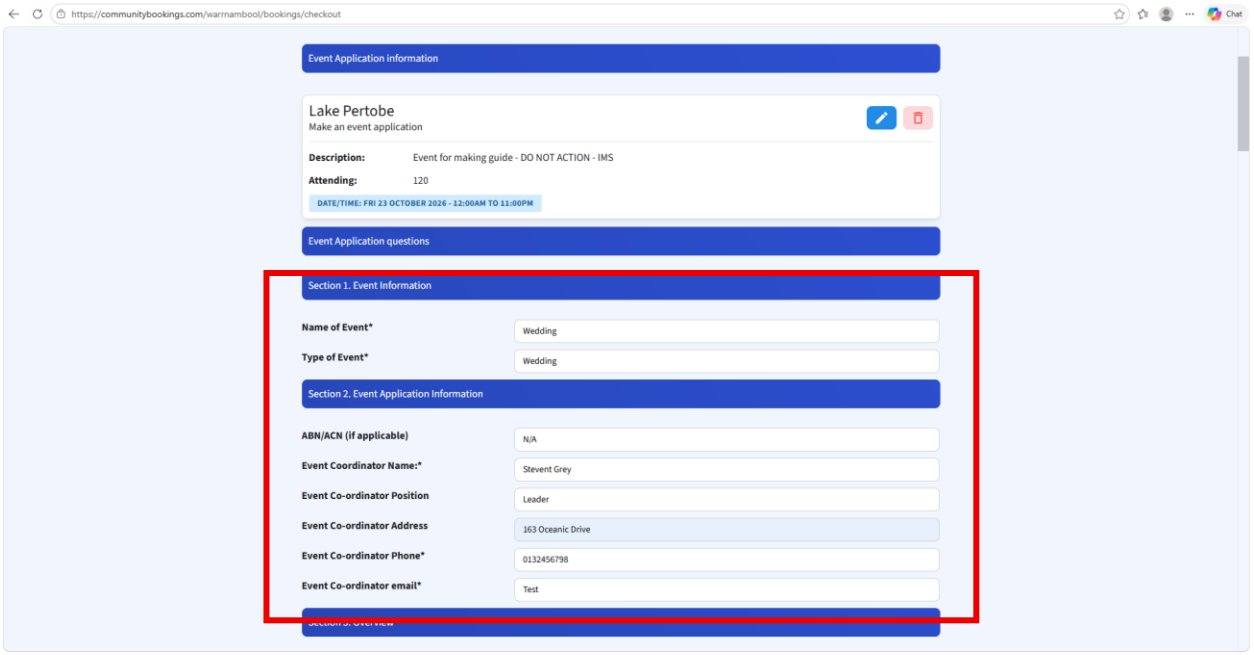


Enter in the booking description and the estimated number of attendees then select “Save and review”

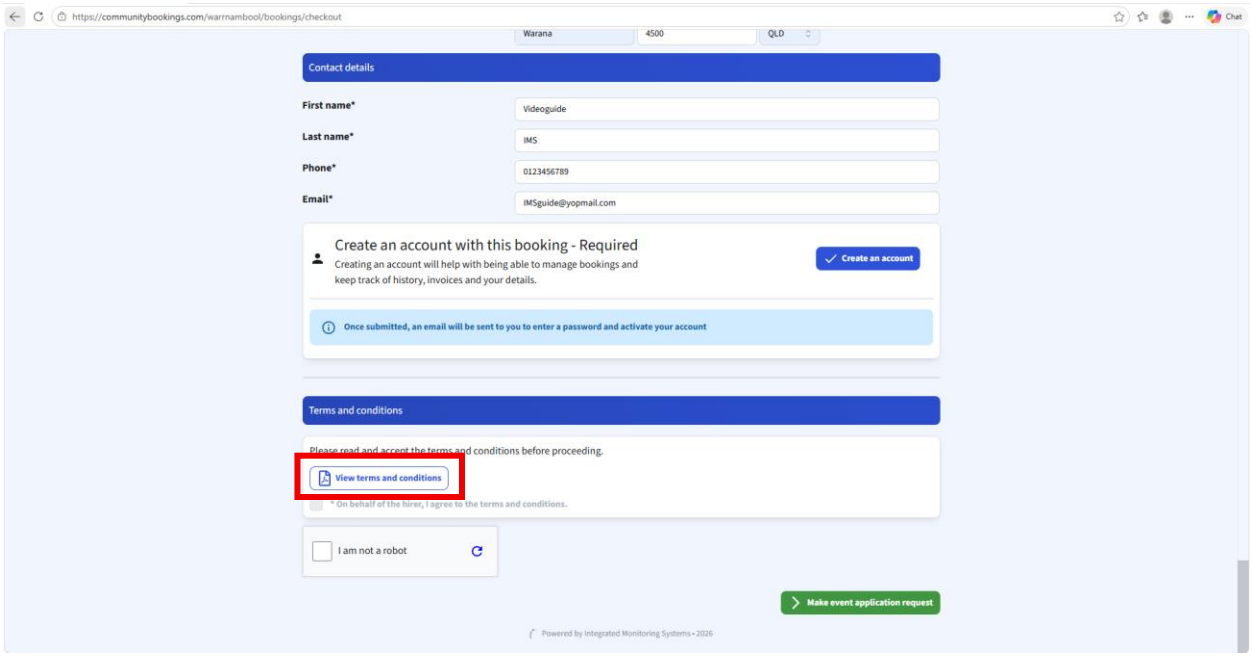


How to apply for an event permit at Warrnambool:

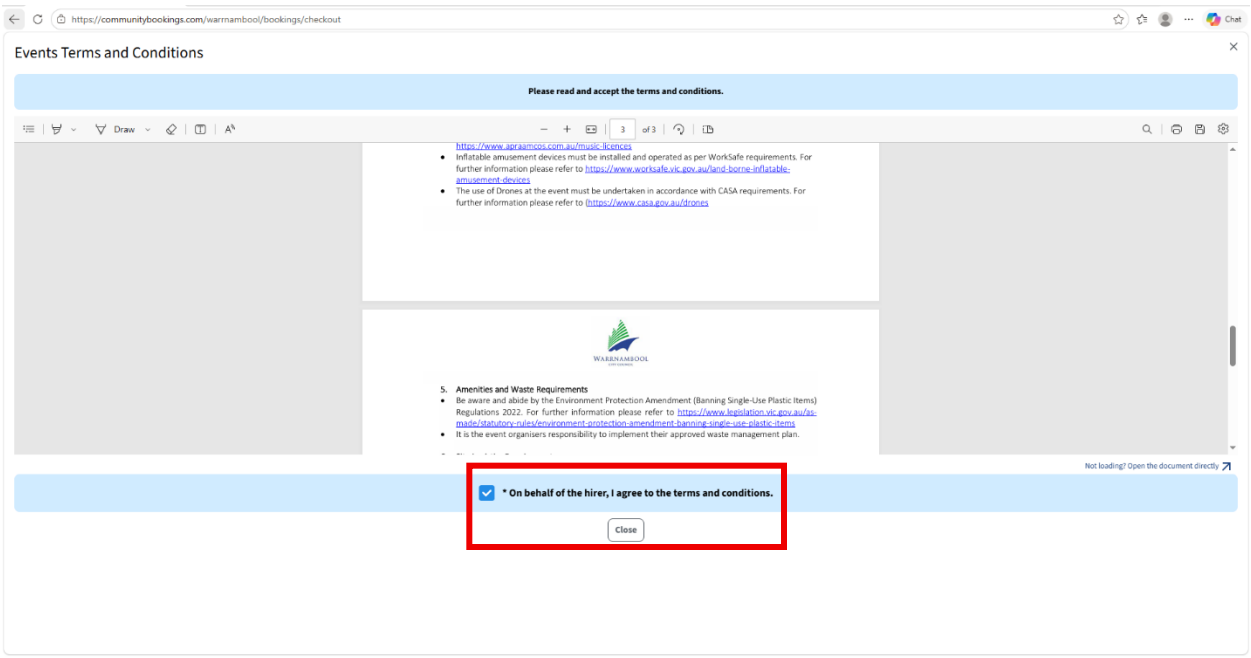
Complete the questions



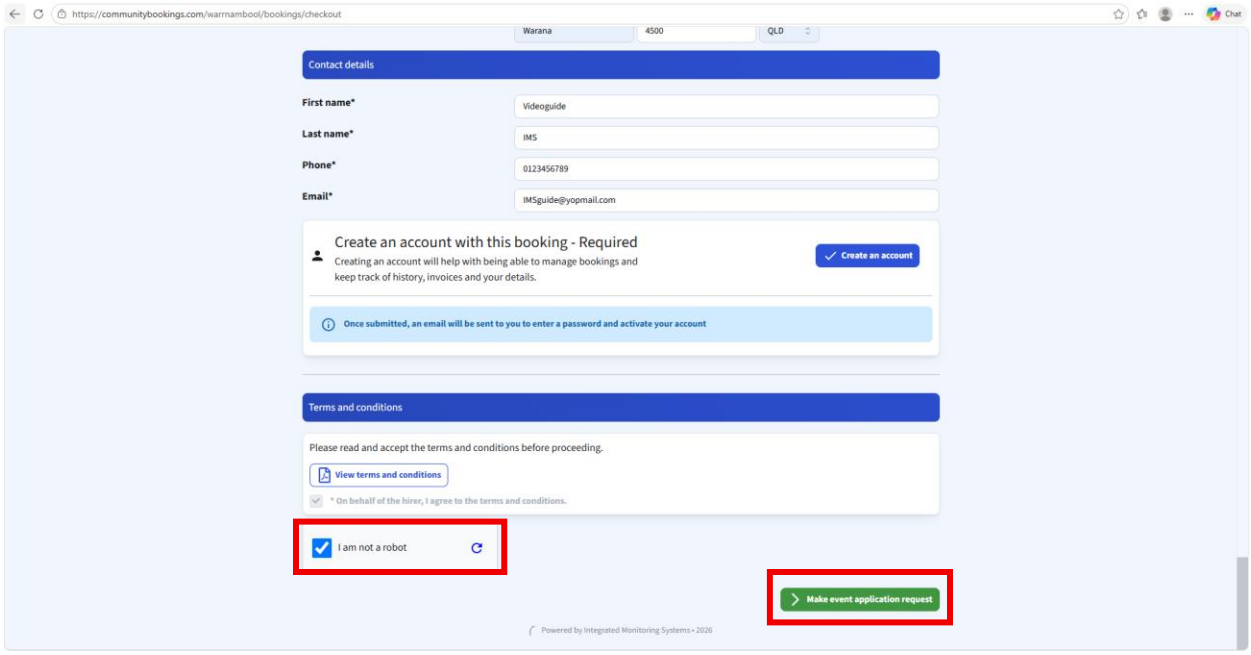
Review the terms and conditions



How to apply for an event permit at Warrnambool:



Confirm you are not a robot and select “Make event application request”

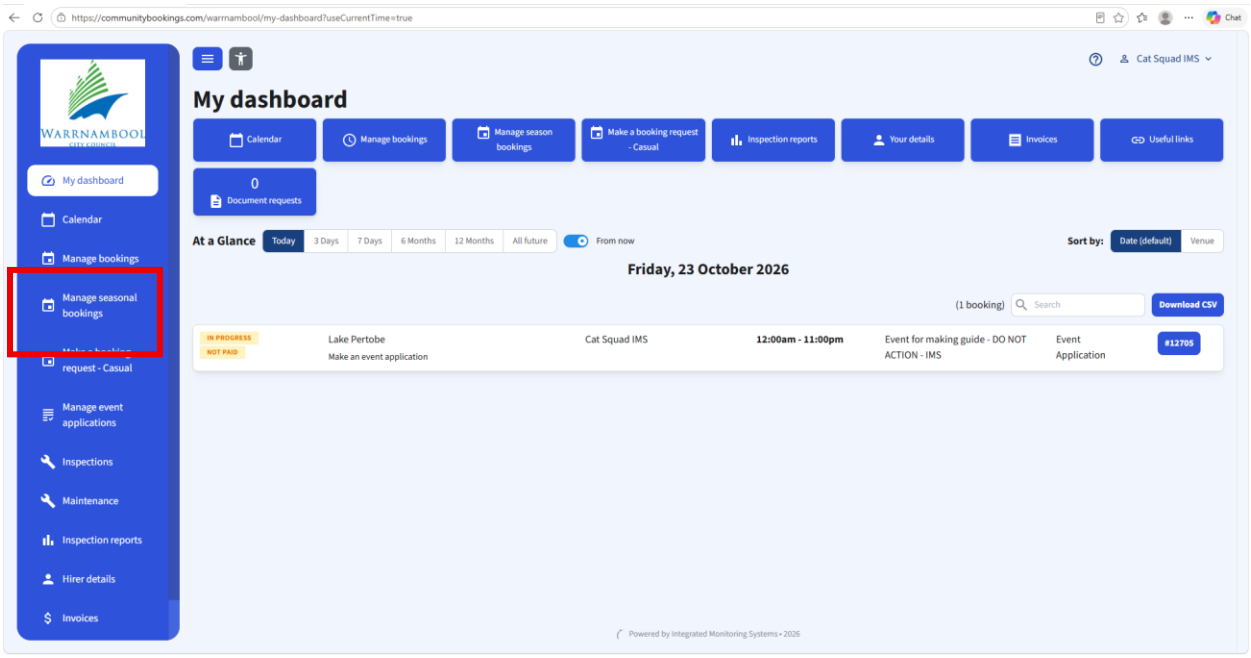


Create your account by selecting the confirmation link sent via email

Then set your password and select “Activate”. You will be logged in automatically.

How to apply for an event permit at Warrnambool:

From your dashboard you can review the status of your expression of interest by selecting “Manage Event Applications”



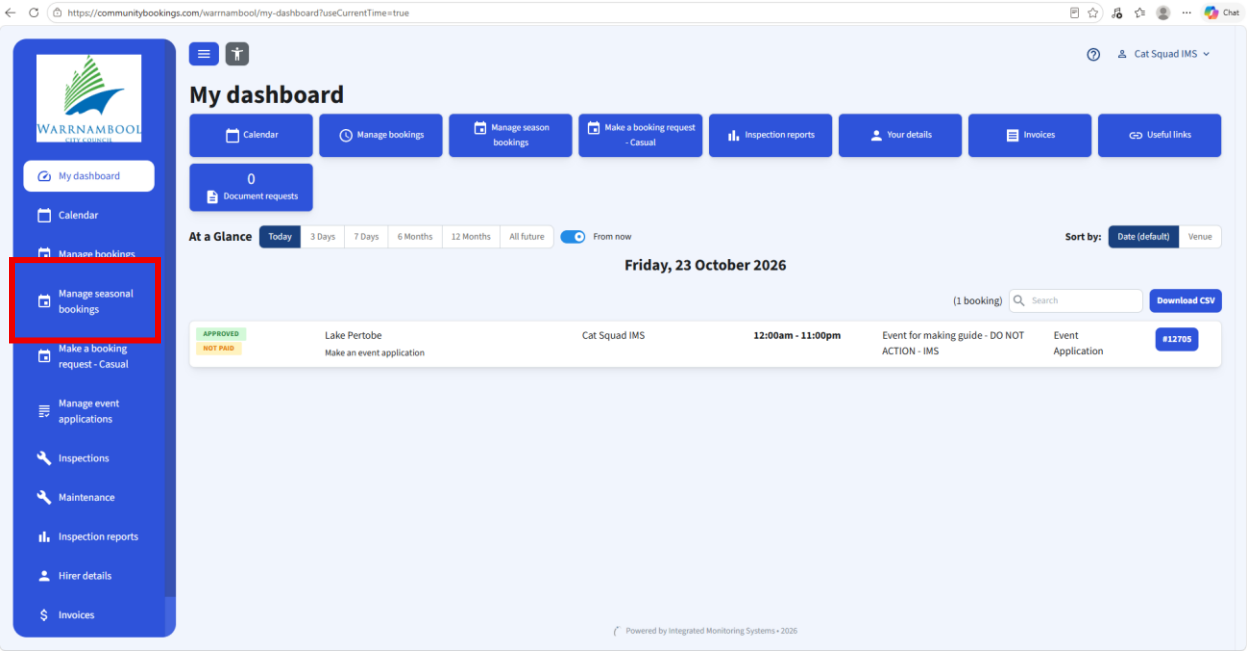
Wait for the initial expression of interest to be reviewed. Council may be in contact during this time to request additional information. Once assessed you will receive an email with information on how to proceed with your application.

To proceed with your application, Log into your IMS account at communitybookings.com/warrnambool/login

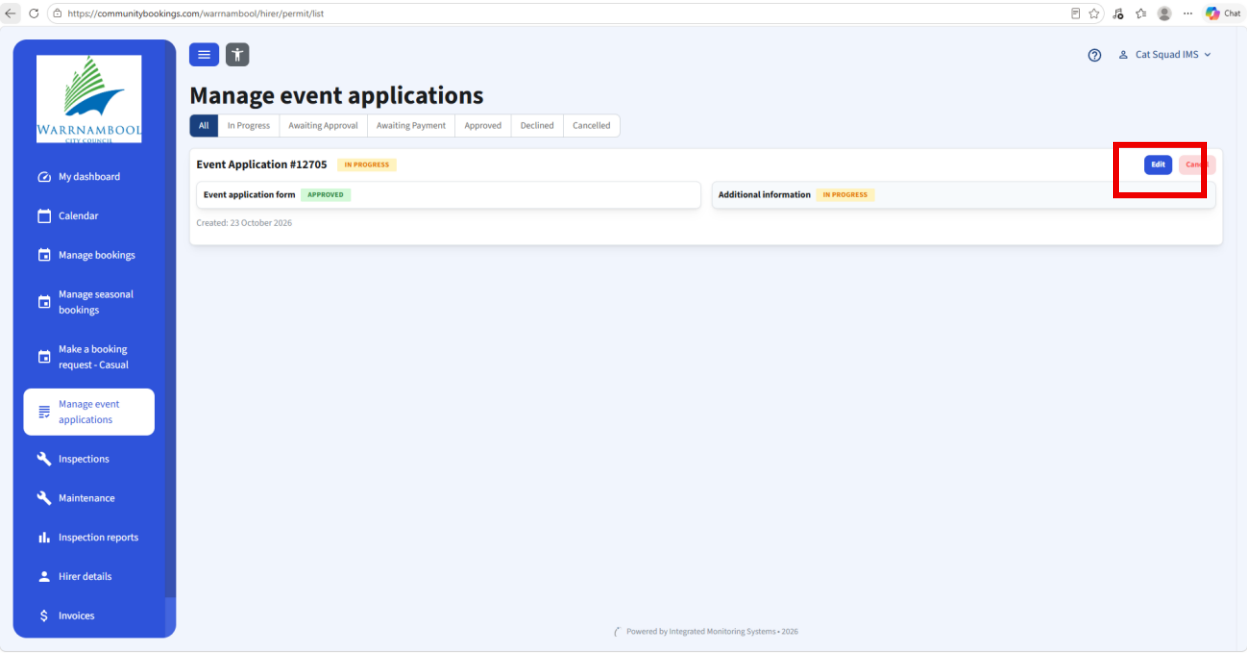


How to apply for an event permit at Warrnambool:

Navigate to “Manage Event Applications”

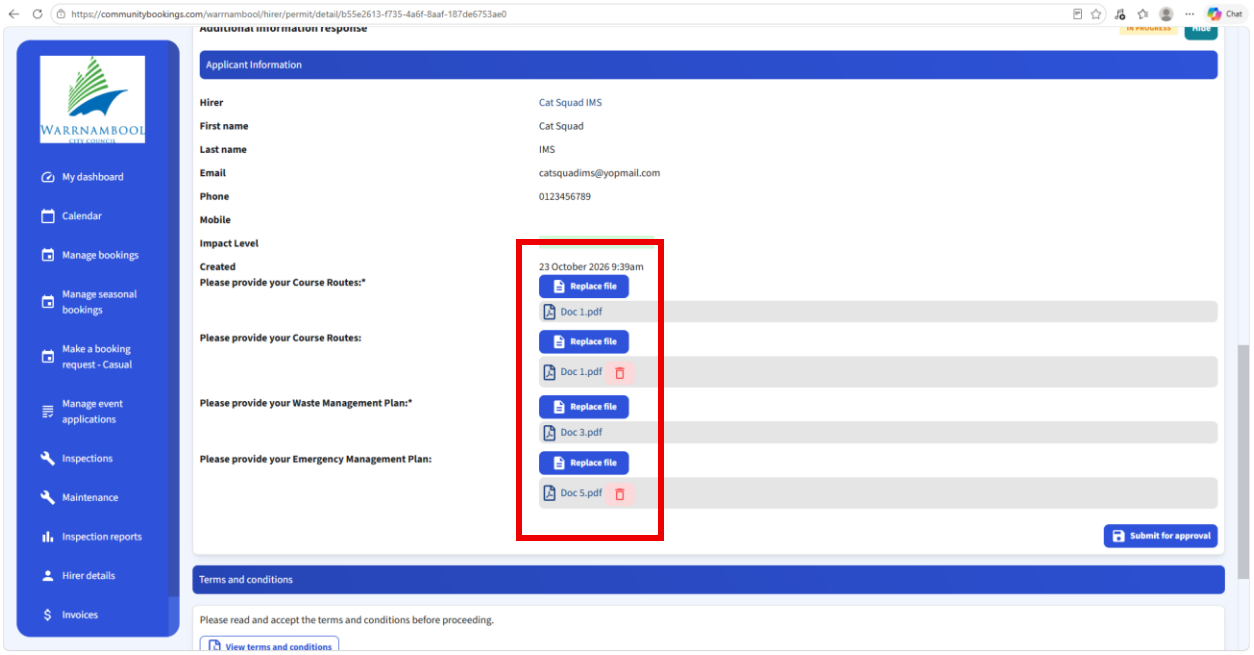


Find the application you are working on and select “edit”

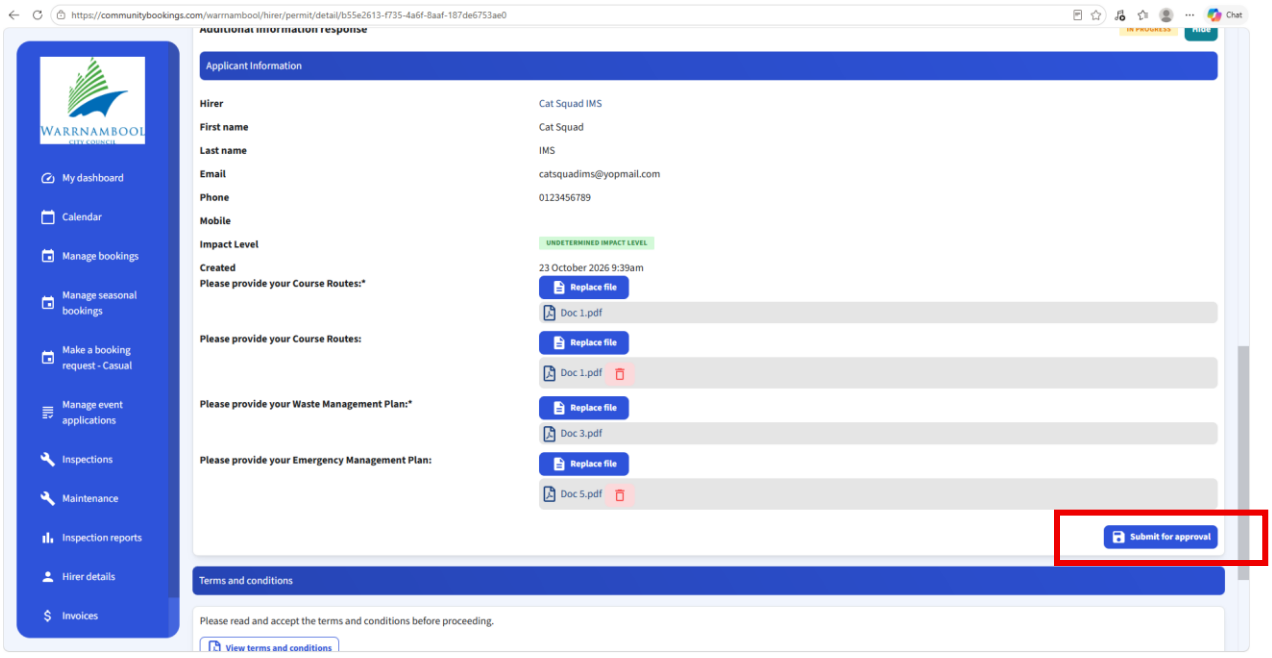


How to apply for an event permit at Warrnambool:

Complete the additional form questions under “Permit application response” (These will vary from application to application). You can leave and return to this form at any time.

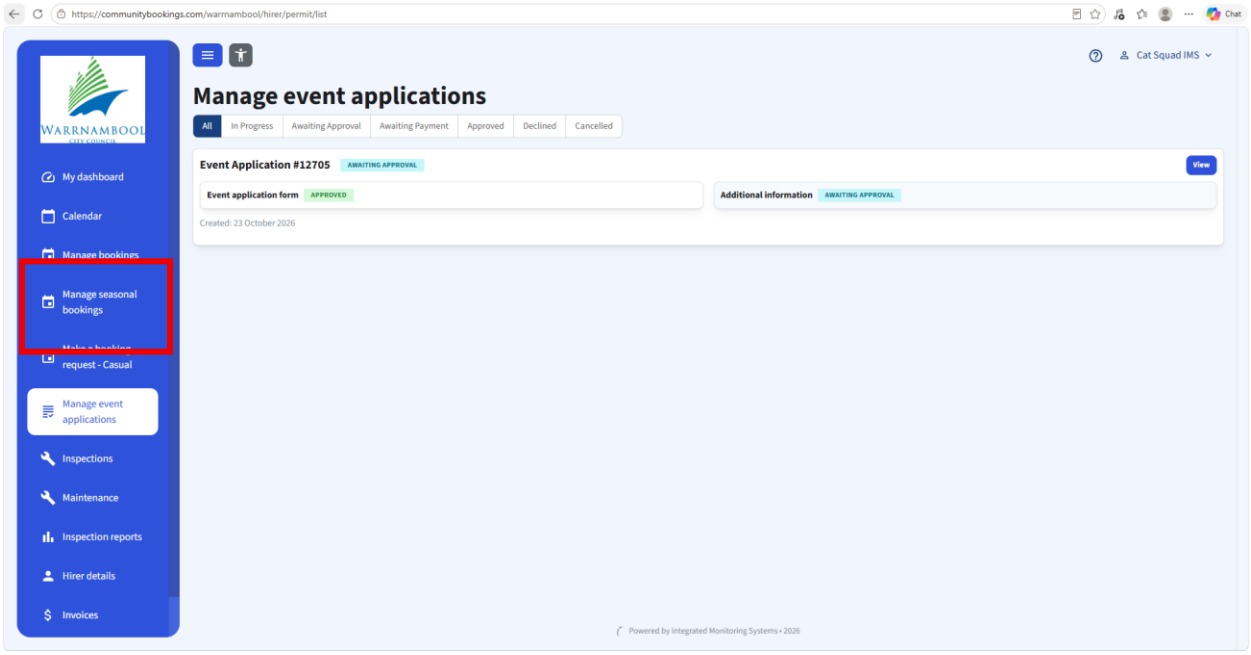


Once you have completed the form select “Submit for approval”



How to apply for an event permit at Warrnambool:

This will be reviewed by the events officers. You may be contacted to provide additional information. You can view the status of your application at anytime from the “Manage Event Applications” page in your IMS account.



Once a review has been completed you will be sent an approval email.