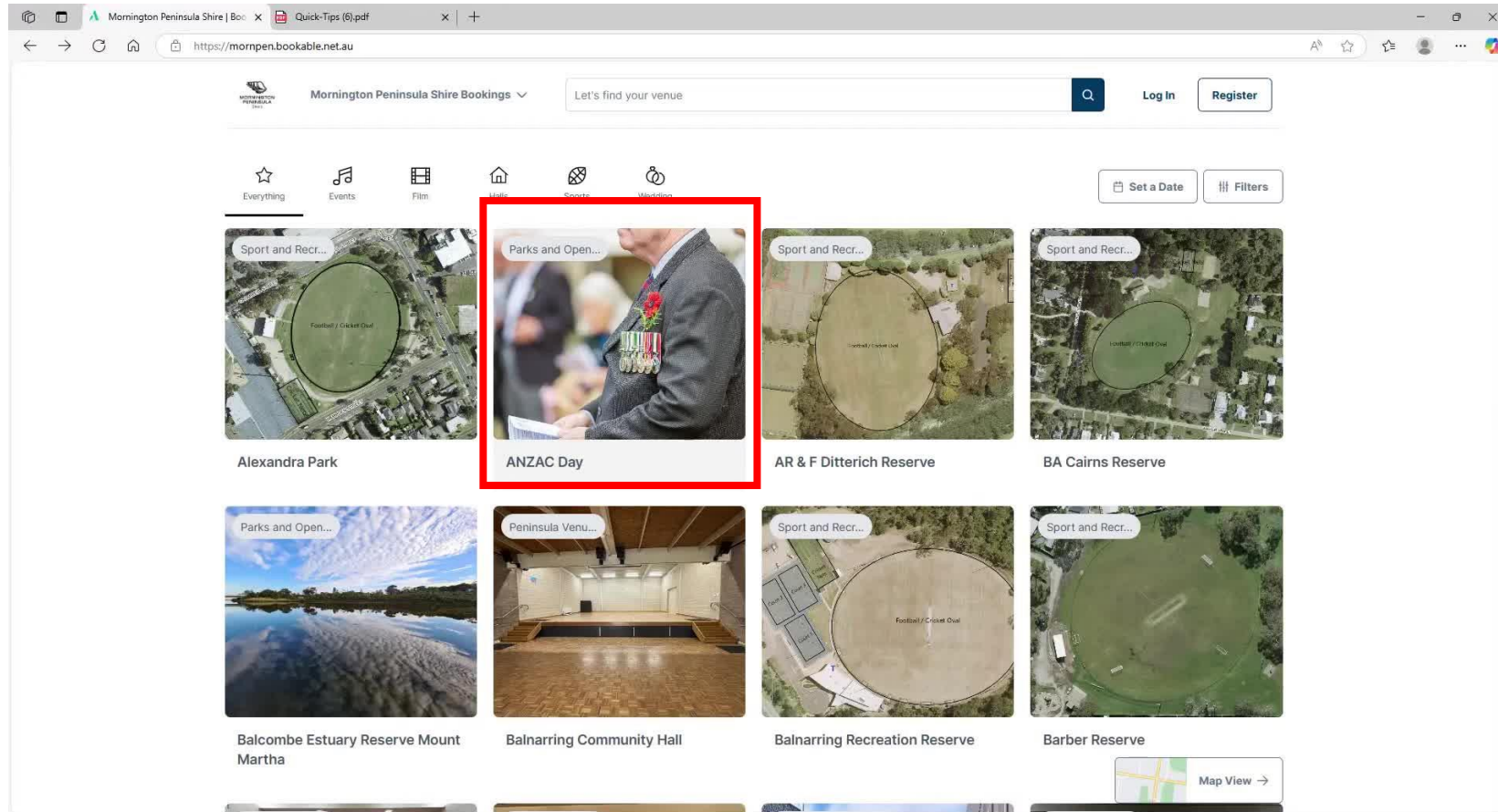


Step by Step Guide to Booking an ANZAC Day Event

1. Access the Booking System



- Welcome to Bookable, our booking system for events.
- This guide will help you book a site for your ANZAC Day event.

2. Navigate to the ANZAC Day Section

- Click on the dedicated ANZAC Day button at the top of the home page.
- Read through the important information provided.

3. Start the Booking Process

Ready to Book?

Click '**Book it**' below to start your application.

We encourage early submissions to secure your preferred location and allow time for permit processing.

Need Help?

 **Email:** event.permits@mornpen.vic.gov.au

 **Call:** 1300 850 600

[Read more](#)

Book It

Find Availability 20/06/2025   Filters

Calendar Legend  **Day** Week Month



ANZAC Day Book Here

 Open Space

[Read more about the space](#)

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

Book It >

More about ANZAC Day

- Scroll down and click the green 'Book It' button to proceed.

4. Enter Event Details

Book ANZAC Day | Bookable Mo... Quick-Tips (6).pdf

https://mornpen.bookable.net.au/booking-refinement?venueId=136&date=2025-06-20

Cancel Continue to Pricing & Confirmation >

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 Number of People Attending

Anzac Day X

Your Booking Account

Proceed as a

Guest User

Or help us to get to know you

[Log in or register](#) to speed things up and remember your details for next time

New Booking

Starting Friday 20th June 2025

ANZAC Day

Notes from the Booking Team

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

You will need to register to make a booking. Registering makes the booking process faster, with all your history kept in one place, and fees and tariffs automatically generated based on the information previously provided.

[Read the full instructions](#)

Booking Items

Friday 20/06/2025 + Add a Date Create a Series

Booking summary for Friday 20/06/2025

On 20/06/2025

- Fill in the required booking information:
 - Name of your event (e.g., ANZAC Day)
 - Location
 - Number of people attending.

5. Select Date and Time

 Booking Items

Saturday
25/04/2026

+

Add a Date

↺

Create a Series

Booking summary for Saturday 25/04/2026

On

You are booking

ANZAC Day Book Here

▼

from

9 AM

▼

:

00

▼

to

10 AM

▼

:

00

▼

Availability calendar for Saturday 25th April 2026

Calendar Legend 

Day

Week

Month

- Choose the date for your event (25th of April 2026).
- Update the timing for your service.

6. Proceed to Pricing and Confirmation

Saturday
25/04/2026

+

Add a Date

↺

Create a Series

Booking summary for Saturday 25/04/2026

On 25/04/2026

You are booking

ANZAC Day Book Here

from

9 AM

:

00

to

11 AM

:

00

Availability calendar for Saturday 25th April 2026

Calendar Legend ?

Day

Week

Month



ANZAC Day Book
Here

6am

7am

8am

9am

10am

11am

☀ midday

1pm

2pm

3pm

4pm

Continue to Pricing & Confirmation >

- Click 'Continue to Pricing and Confirmation'.
- You can register, log in, or proceed as a guest.

7. Confirm Booking Details

Book ANZAC Day | Bookable Mor x Quick-Tips (6).pdf x +

https://mornpen.bookable.net.au/booking-confirm/bk_b9285193202d4115a87f9c679d69186d

Cancel Complete Booking >

1 Find 2 Refine 3 Confirm & Checkout

✓ Confirm Booking Information

Name of Booking (21/150 characters)

Anzac Day - Location

Purpose of Booking

Anzac Day

Number of People Attending

200

Description (1000 characters)

You can optionally leave a description to help you remember what the booking is for, and to guide our bookings team.

Special Requirements (1000 characters)

Let us know special requirements you have, such as accessibility needs, dietary restrictions, or technical requirements.

Anzac Day - Location

Your booking is tentatively reserved whilst you complete everything

Starting Saturday 25th April 2026

ANZAC Day

Guest

[Modify Booking](#) [Download Quote](#)

Pricing Summary

One or more of your bookings fall into the new financial year.

If your booking(s) has been fully paid prior to the adoption of the new fees and tariffs (1st July of each calendar year), it won't incur any changes.

If your booking(s) hasn't been fully paid, it will incur an increase, in line with Mornington Peninsula Shire's adopted new fees and tariffs. This update will be reflected in your future invoices.

Fees	\$0.00
Bonds	\$0.00
Booking fees	\$0.00

- On the confirm and check out page:
 - Add a description or any special requirements.
 - Check the booking breakdown for accuracy.

8. Provide Guest User Details (if applicable)

 Your Details

Your email address

Title (optional) 

First name

Last name

 61  99 9999 9999

Phone number

Street address (optional)

Australia  

Suburb (optional)

States (optional) 

Postcode (optional)

☐ Sign up to news and other helpful information from Mornington Peninsula Shire

- If you selected guest user, fill in your details.

9. Complete the Application Form

- Fill out the application form provided.
- If you're not sure about some answers right now, that's okay. You can write 'TBC' (To Be Confirmed) in those sections. Your event permitting officer will help update the information later once you know the final details.

? Additional questions

ANZAC Day Permit Application Form

A permit is required—apply below. For assistance, contact event.permits@mornpen.vic.gov.au or call 1300 850 600.

You will need to upload supporting documents (e.g. site map, public liability) as part of your permit. but these can also be added later via your account.

Your booking will expire if there is more than 45 minutes of inactivity on screen.

For Quick Tips to help with your application please see [here](#)

Which outdoor location would you like to book for your ANZAC Day Service? *

- Click the [quick tips](#) button for assistance.

Please Note: If you leave the screen inactive for 45 minutes, your booking will disappear.

10. Complete the Booking

FLAGS AND FLAGPOLES: Will you require national and service flag(s) and or/ keys for the flagpole(s)? *

☐ Yes ☐ No

Will you be collecting the wreaths post Anzac Day? *

☐ Yes ☐ No

As the event organiser you must comply with all applicable obligations pursuant to the Child Wellbeing and Safety Act 2015 (Vic). *

☐ I understand

Grounds are mowed to a schedule so your location may not be mowed before your service. *

☐ I understand

Thank you for submitting your permit application. Please note that your requested date and location are not confirmed until your assigned shire officer provides confirmation. If additional information is needed, the officer will be in touch.

Reminder: You can log in and upload any missing documents later—these must be submitted before your permit can be finalised.

Complete Booking >

- Click 'Complete Booking'.
- You can upload documentation now or later.

11. Accept Terms and Conditions

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https://mornpen.bookable.net.au/booking-confirm/bk_b9285193202d4115a87f9c679d69186d

Additional Documents
Provide any further documentation that will help us review your booking.

No documents uploaded.

Choose a File

Subscribe Others to Booking

Name

Guest Chanter

Additional questions

ANZAC Day Permit Application Checklist submitted successfully

Terms and Conditions

NA

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.

Site Plan - Visit Page *

- No documents uploaded.

Upload Document

Public Liability Insurance *

- No documents uploaded.

Upload Document

Risk Management Plan - Visit Page *

- No documents uploaded.

Upload Document

Emergency Management Plan Template - Visit Page *

- No documents uploaded.

Upload Document

Notifications - Emergency Services, Chamber of Commerce, Impacted Businesses (if applicable) *

- No documents uploaded.

Upload Document

☐ I have read and accepted the Terms and Conditions.

Continue

Contact Us User Privacy Policy Council Privacy

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1300 850 600

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Private Bag 1000, Rosebud VIC, 3939, Australia

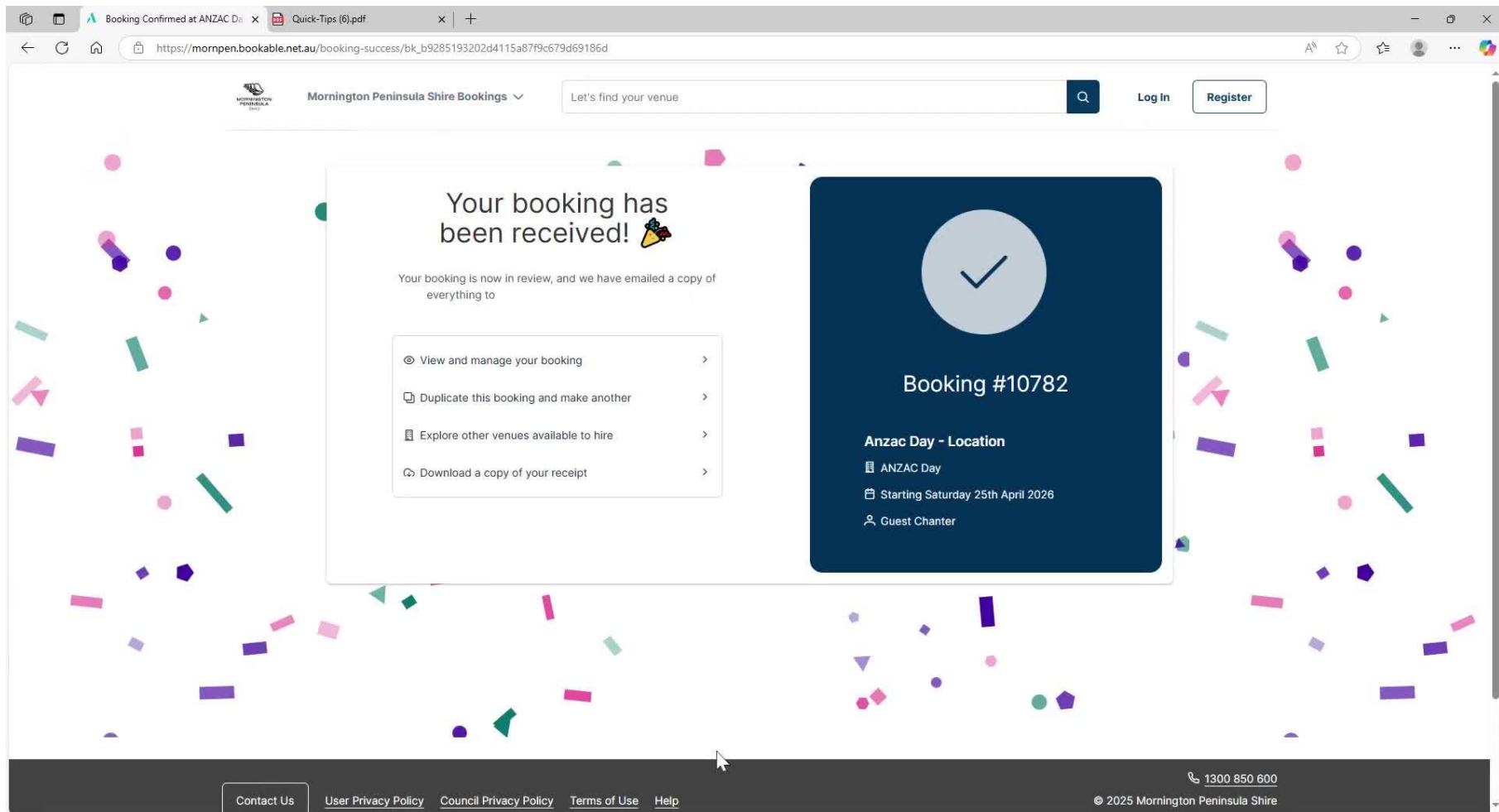
Built for local government

Explore Bookable

Complete Booking >

- Select 'I have read, and accepted terms and conditions' and press continue.

12. Booking Confirmation



- Your booking is created and sent to the event permitting team.
- An event permitting officer will contact you for documentation.

12. Congratulations!

- Well done on booking your ANZAC Day event!