

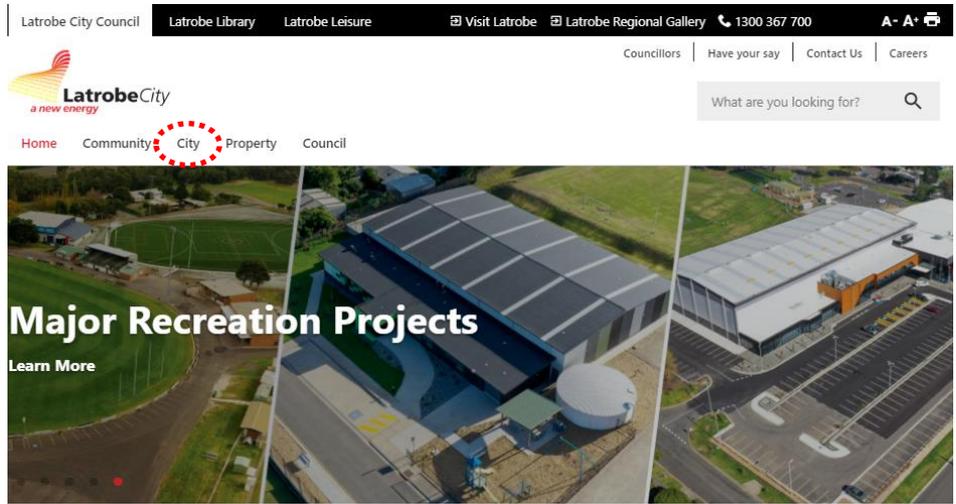
How to use Latrobe City Council's online booking system – Recreation and Public Open Spaces



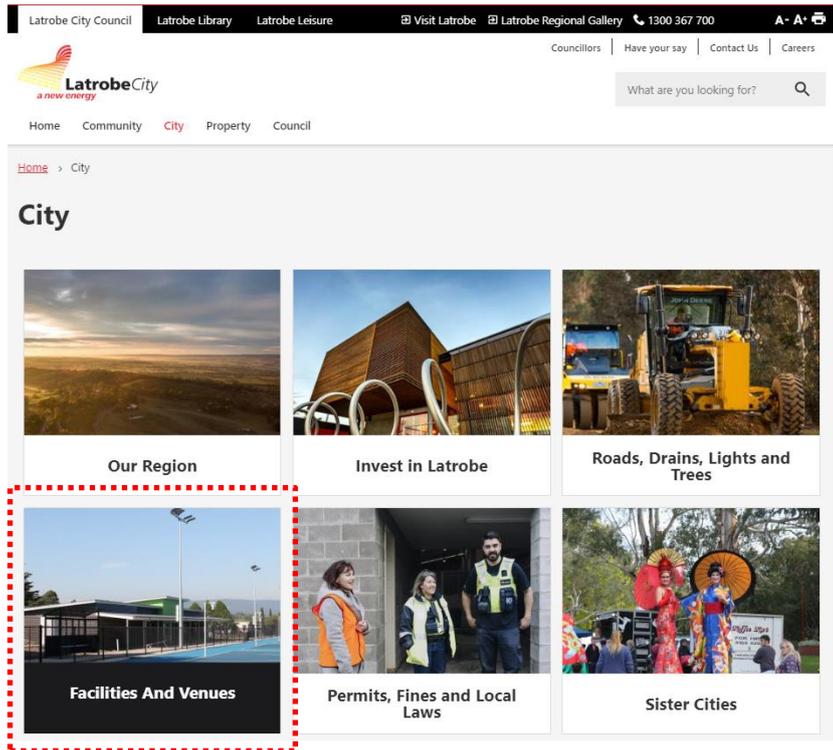
Step 1: Click the link below

- <https://www.latrobe.vic.gov.au/>

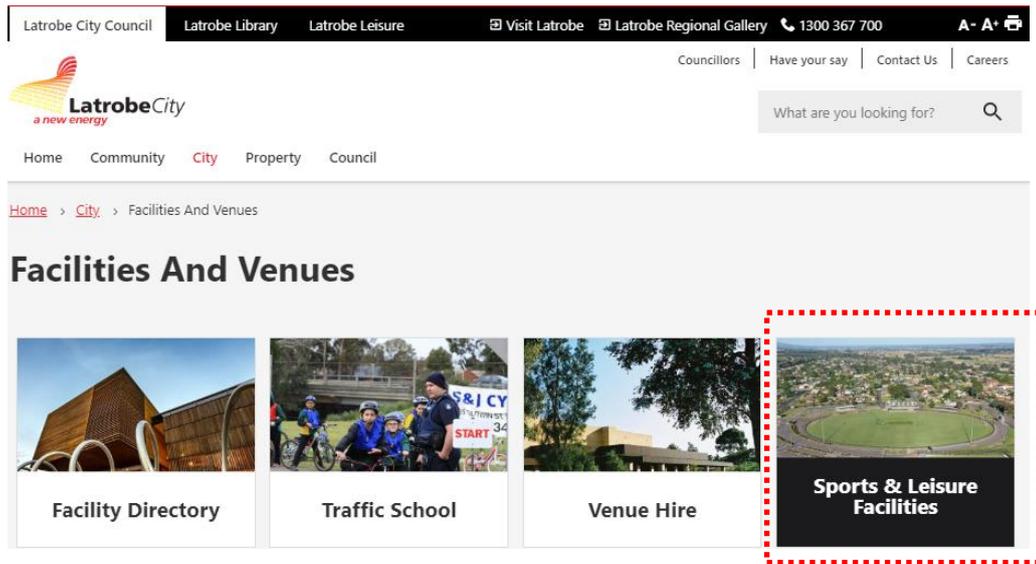
Step 2: Click on the “City” tab



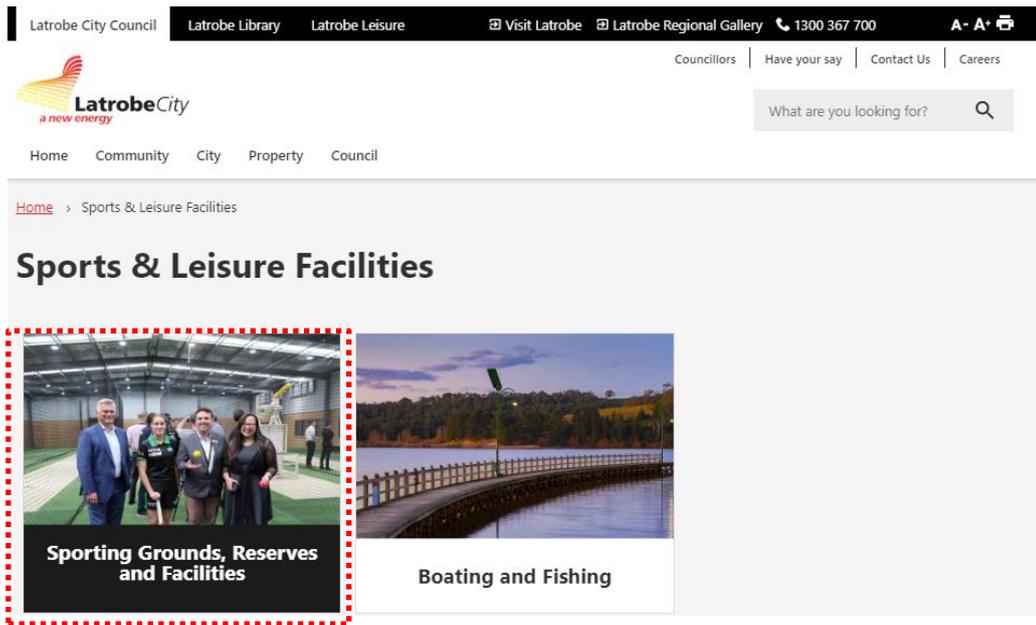
Step 3: Click on “Facilities and Venues” tab



Step 4: Click on “Sports & Leisure Facilities” tab



Step 5: Click on “Sporting Grounds, Reserves and Facilities tab



Step 6: Click on 'Recreation Reserves and Public Open Space Bookings' or 'Commercial Training, Well-being and Fitness Group Activities'

https://www.latrobe.vic.gov.au/City/Facilities_and_Venues/Sports/Sporting_Grounds_Reserves_and_Facilities/Recreation_Reserves_and_Public_Open_Space_Bookings

Latrobe City Council | Latrobe Library | Latrobe Leisure | Visit Latrobe | Latrobe Regional Gallery | 1300 367 700 | A - A+ | Print

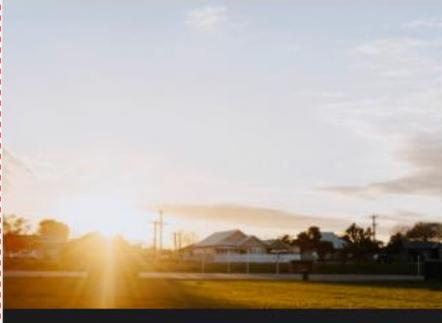
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Sporting Grounds, Reserves and Facilities

 <p>Outdoor Sporting Facility Season Applications</p>	 <p>Recreation Reserves and Public Open Space Bookings</p>
 <p>Temporary Naming Rights of Sporting Grounds and Fields</p>	 <p>Commercial Training, Well-Being and Fitness Group Activities</p>

Recreation Reserves and Public Open Space Bookings

The below page will show once you click on 'Recreation Reserves and Public Open Space Bookings' This page will allow you to download the Community Liability Insurance Form, Request a booking and see the costing of each venue. Once you are ready to make a booking click on **Request a booking**.

[Home](#) > [City](#) > [Facilities And Venues](#) > [Sports](#) > [Sporting Grounds, Reserves and Facilities](#) > Recreation Reserves and Public Open Space Bookings

Recreation Reserves and Public Open Space Bookings

[Seasonal sporting reserve applications](#) are made annually.

Casual bookings

Latrobe City Council manages a number of recreation reserves and grounds that are home to a number of clubs over both the summer and winter seasons. The grounds may be available for hire for small groups, clubs and organisations. (Casual bookings may be limited in the winter time due to ground conditions.)

Reserves and public open spaces can be used for school sports, social gatherings such as weddings, birthday parties, etc, casual sporting activities and community events.

Public liability insurance

If you are hiring grounds and facilities as an individual and not part of any organisation and do not already hold public liability insurance, cover can be purchased from Latrobe City Council for a nominal fee with your hire. If required please complete a [Community Liability Insurance Form](#) and submit with this application.

For more information phone the Recreation Liaison team on 5128 5422 or 5128 5482 or email recreation@latrobe.vic.gov.au

Book a sporting reserve or public open space

Payment is not required to make a booking, an invoice will be sent after booking has been confirmed.

The online booking system works best in Google Chrome:

[Request a booking](#)

Permit requirements

A permit is required for all community events and commercial personal training, well-being and fitness group activities. You will be referred to our Events Team if a permit is required for your event.

[Submit a permit application for commercial personal training, well-being and fitness group activities](#)

Cost of available recreation reserves and public open spaces

Venue	Facilities	Peak Rate Friday to Sunday and public holidays	Off Peak Rate Monday to Thursday
Boolarra			
Boolarra Railway Park		No charge	
Churchill			
Andrews Park West Birch Drive	<ul style="list-style-type: none"> Andrews Park West Oval Andrews Park West 	Schools in Latrobe City: \$0 Sporting/community groups in Latrobe City: \$38.50 per day NON Sporting/community groups in Latrobe City: \$137.30 per day For-profit groups, organisations, businesses: \$514 per day	

Step 1: Insert required booking date and click 'Search Availability' Tab

Latrobe City Council Recreation and Public Open Spaces

Search for availability by date Choose your venue/s and estimated time slots Send your enquiry

1 Search for availability

Your Date: 28/07/2020 Search Availability

2 Choose your venue/s and estimated time slot

Click and drag on an empty booking space for the venue of your choice and repeat for multiple venues.

Day	Week	Month	Tuesday, 28th July 2020															
Suitable Venues	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<input type="checkbox"/> Boolarra																		
<input type="checkbox"/> Centennial Park																		
<input type="checkbox"/> Railway Park																		
<input type="checkbox"/> Churchill																		
<input type="checkbox"/> Andrews Park West																		
<input type="checkbox"/> Andrews Park West Oval																		
<input type="checkbox"/> Andrews Park West Pavilion																		
<input type="checkbox"/> Gaskin Park																		
<input type="checkbox"/> Gaskin Park 1																		
<input type="checkbox"/> Gaskin Park 2																		
<input type="checkbox"/> Gaskin Park Stadium																		
<input type="checkbox"/> Gaskin Park 1 Pavilion																		
<input type="checkbox"/> Gaskin Park Tennis																		
<input type="checkbox"/> Gaskin Park Tennis Pavilion																		

1 of 14 page(s) [Settings] [Up] [Down]

Step 2: Use the tabs below to find your required venue.

Latrobe City Council Recreation and Public Open Spaces

Search for availability by date Choose your venue/s and estimated time slots Send your enquiry

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1 of 14 page(s) [Settings] [Up] [Down]

Step 3: Once you have found your venue, left click in the time column – this will be the start time of the event and drag the cursor to the end time column.

Day	Week	Month	Wednesday, 22nd July 2020																							
Suitable Venues	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
<input type="checkbox"/> Boolarra	[Hatched]																									
<input type="checkbox"/> Centennial Park	[Hatched]																									
<input type="checkbox"/> Railway Park	[Hatched]																									
<input type="checkbox"/> Churchill	[Hatched]																									
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<input type="checkbox"/> Andrews Park West Oval	[Hatched]																									
<input type="checkbox"/> Andrews Park West Pavilion	[Hatched]																									
<input type="checkbox"/> Gaskin Park	[Hatched]																									
<input type="checkbox"/> Gaskin Park 1	[Hatched]																									
<input type="checkbox"/> Gaskin Park 2	[Hatched]																									

Step 4: Scroll down the page to see your enquiry.

Step 5: Either delete your booking and re-enter or pick other venues to make multiple bookings.

Step 6: Once you are happy with your enquiry click Make Enquiry.

1 Search for availability

Your Date: Search Availability

2 Choose your venue/s and estimated time slot

Click and drag on an empty booking space for the venue of your choice and repeat for multiple venues.

1 of 14 page(s) Make Enquiry

3 Your enquiry

Venue name	Time (guide only)	Date	
<input type="checkbox"/> Andrews Park West Oval	09:00 to 12:00	Wednesday 22 July 2020	Remove

Make Enquiry

Step 7: Enter your venue/event details and click Next

The screenshot shows a mobile application interface with a modal window titled "Make your enquiry". The modal has two tabs: "Venue details" (selected) and "Your details". Under "Venue details", there are several input fields: "Venue name/s" (a dropdown menu showing "Andrews Park West Oval - 22/07/2020 09:00"), "Name of event*" (a text input field), "Type of event" (a dropdown menu showing "Public Holiday"), "Start date" (a date and time picker showing "22/07/2020 09:00"), "End date" (a date and time picker showing "22/07/2020 12:00"), "Capacity required" (a text input field showing "0"), "How did you hear about us?" (a dropdown menu showing "Internal"), and "Additional information" (a large text area). At the bottom of the modal, there is a note "Items marked (*) are compulsory." and a red "Next" button with a right-pointing arrow, which is highlighted with a red dashed box.

Step 8: Enter your personal/contact details and click **Send Enquiry**. This will submit your enquiry

The screenshot shows the same "Make your enquiry" modal window, but now the "Your details" tab is selected. This tab contains several input fields: "First name*" (text input), "Surname*" (text input), "Email*" (text input), "Telephone number" (text input), and "Mobile/Cell phone*" (text input). At the bottom of the modal, there is a note "Items marked (*) are compulsory." and two buttons: a grey "Back" button with a left-pointing arrow and a red "Send enquiry" button with a right-pointing arrow. The "Send enquiry" button is highlighted with a red dashed box.

Personal Training, Well-being and Fitness Group Application

There are three ways to submit a permit to hold personal training, well-being and fitness group activities.

Step 1: Using Recreation Reserves and Public Open Space Bookings website page.

[Home](#) > [City](#) > [Facilities And Venues](#) > [Sports](#) > [Sporting Grounds, Reserves and Facilities](#) > Recreation Reserves and Public Open Space Bookings

Recreation Reserves and Public Open Space Bookings

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[Submit a permit application for commercial personal training, well-being and fitness group activities](#)

Step 2: Use link

https://www.latrobe.vic.gov.au/City/Facilities_and_Venues/Sports/Sporting_Grounds_Reserves_and_Facilities/Outdoor_Sporting_Facilities/Commercial_Training_Well-Being_and_Fitness_Group_Activities

Or

Step 3: Clicking on Commercial Training, Well-Being and Fitness Group Activities.



The following page will appear.

Step 4: Click on **Application Form** to submit your application.

Make sure you have all the necessary documentation before you submit your application.

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Home > City > Facilities And Venues > Sports > Sporting Grounds, Reserves and Facilities > Outdoor Sporting Facilities > Commercial Training, Well-Being and Fitness Group Activities

Commercial Training, Well-Being and Fitness Group Activities

A person must not, while present in a Recreation Centre or on a Public Reserve and Recreation Ground, undertake or organise activities for commercial gain, including commercial tour operations, and commercial providers of recreational activities (personal trainers use of facility) without a permit and payment of the prescribed fee. (Division 28, Section 143, 1H of Latrobe City Council Local Law No 2 – Community Amenity)

Health and fitness providers may request to use Latrobe City Council owned or managed sporting fields, parks and reserves for health, fitness and training services including, but not limited to:

- Personal training: personalised health, fitness and exercise instruction for individuals. This includes:
 - Gym sessions (with or without hand weights, fit ball, skipping ropes etc)
 - Boxing and pad training
 - Organised aerobic activity, walking/running group/s
 - Circuit training
 - A combination of any of the above
- Group class: supervised health, fitness and exercise classes
- Boot camps
- Gentle exercise activities including: relaxation, meditative, balance and strength activities such as yoga, Pilates and Tai Chi.

Locations

Personal training and group fitness classes can be requested at the following reserves:

- Traralgon:** Agnes Brereton Park, Bradman Boulevard Oval, Harold Preston Park, Kay Street Gardens
- Morwell:** Keegan Street Reserve, Morwell Town Common, Maryvale Reserve
- Moe:** Apex Park, Botanical Gardens, W H Burrage Reserve
- Churchill:** Gaskin Park

Requirements

The number of participants is dependent on the site. The maximum number of participants per group per session is 20.

The number of sessions will be assessed on a case by case basis due to the varying needs of each open space facility.

Operating hours must be between 6am and 8:30pm but will be assessed subject to the requested site.

The following the fee option is for the 2019/20 financial year:

- \$55.20 (inclusive of GST) per month, access to three locations

To check if any planning approvals are required, please phone the planning department on 1300 367 700

To apply

- Complete the application form, four weeks prior to the requested start date
 - Application Form**
 - Non-profit providers must provide:
 - A copy of current Provide First Aid (Level 2) certificate
 - Site plan highlighting areas of intended use
 - Completed risk assessment
 - Commercial health and fitness providers (including gentle exercise activities) must provide:
 - A copy of business certificate of currency
 - A copy of current public liability insurance (minimum \$10m)
 - Your registration with Physical Activity Australia, Fitness Australia or another recognised peak body association
 - A copy of relevant qualifications
 - A current first aid and CPR certificate
 - Risk assessment
 - Site plan highlighting areas of intended use
- Applicants will be advised within ten working days

Permits will be issued each financial year and will expire on 30 June. No activity is to be conducted in the following financial year without a valid permit.

The permit will specify approved:

- activities
- days and times
- maximum group size
- number of sessions and session times

Audits will take place and if the condition of the grass surfaces deteriorates, the permit will be reviewed and hire will be notified of any changes to their booking.

If you have any further questions on this procedure you can contact the Recreation Liaison team on 5128 5422 or 5128 5482 or email recreation@latrobe.vic.gov.au