



Kirkstead Junior Academy

PASS Centre Lettings Booking Procedure

Booking Procedure

1. All parties wishing to hire the PASS Centre must submit a booking application form 14 days before the date of the first letting. This is available for download from the PASS Centre Lettings page of the school website, or can be emailed by sending a request to bookings@pinxtonkirkstead.derbyshire.sch.uk
2. Please read the lettings policy, specifically the conditions of hire and the insurance exemptions in Appendix 1, to ensure your booking needs can be met.
3. Return your completed form to the above email address, or hand in to the Academy office. **If you represent an organisation, or are an individual hiring the PASS Centre for professional purposes, you are responsible for taking out all required professional and public liability insurances as appropriate to the purpose of the hire. Written proof of insurance cover must be submitted along with your booking form before your request can be considered.**
4. Your form will be reviewed by our office staff within 2 working days as a 1st check and if your booking request can be accommodated, it will be passed on to our governors (or Acting Head Teacher in the event of their unavailability) for final approval.

Any issues raised during the 1st check e.g., venue/Lettings Caretaker availability will be advised to the hirer as soon as possible by telephone or email to see if the request can be altered. **If your request is urgent and requires a quicker response, please make this clear when the form is submitted.** Please note we are a busy Academy office so cannot guarantee to respond sooner.

You will be advised at this stage that a provisional booking has been entered in our lettings calendar and what the expected hire charge will be.

5. As soon as final approval for your booking is received (normal service level will be within 3 working days) your booking will be confirmed in our lettings calendar, and you will receive a confirmation email, including the confirmed hire charge, a further copy of the terms of hire and contact details for the Lettings Caretaker.
6. Please arrange to pay the £50 security deposit in cash as soon as possible (cheques will not be accepted) and by 3 working days before the hire day at the latest. Failure to do so will result in your booking being cancelled. Regular customers who block book/hire the venue weekly may have this deposit waived at governor's discretion.

The money will be held by the Academy and refunded at the end of the hire period, as soon as the Lettings Caretaker confirms no breakages/significant damage occurred (i.e. not normal wear and tear). We reserve the right to keep any monies that cover the cost of replacement or repair. Any remaining money will be refunded. Higher value breakages damage will result in the deposit being fully retained and a further request will be made to pass on charges incurred, either via the hirer's own insurance or to cover the Trust's insurance excess (currently £250), as per the conditions of hire.

7. Should your booking requirements change, please contact the Academy office immediately to discuss your request. Unfortunately, we cannot guarantee to be able to accommodate your changed requirements.
8. Cancellation – we do not charge for cancelled bookings but do request that you give us as much notice as possible. Regular cancellations for the same hirer however may result in future booking applications being refused.
9. Upon completion of your hire, a lettings invoice will be issued (these may be sent monthly or termly depending on the nature of the hire). Invoices should be paid within 30 days of the invoice date.
10. Issues/complaints – hopefully your booking will be a great success! In the unfortunate event that an issue occurs, or you wish to make an informal complaint, please discuss the matter with the Lettings Caretaker in the first instance or if you would prefer, the Acting Senior Business Assistant or School Business Manager via the Academy office – 01773 303420. Formal complaints should be addressed following the Academy's Complaints Policy, a copy of which is also available on the Academy website.