

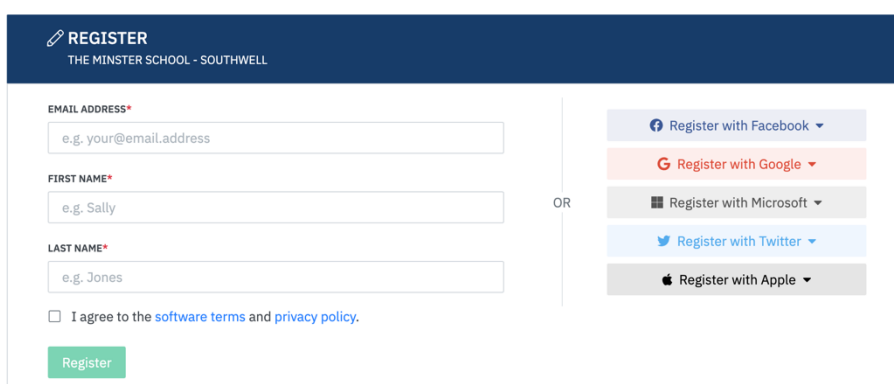
## The Minster School – Lettings Guide

### Booking Times:

The Minster School is available to self-service book Mon – Fri (17:00 – 22:00) and Sat – Sun (08:00 – 16:00). Please note that bookings can be made no less than 48 hours in advance to allow our site team to make suitable arrangements.

### Registration Email:

Once you have requested access to our online booking system you will be sent a registration link by a member of our lettings team. Please complete this to activate your account. Once created you will be able to log in on any device and check availability, make bookings and provide payment.



**REGISTER**  
THE MINSTER SCHOOL - SOUTHWELL

EMAIL ADDRESS\*  
e.g. your@email.address

FIRST NAME\*  
e.g. Sally

LAST NAME\*  
e.g. Jones

I agree to the [software terms](#) and [privacy policy](#).

Register

OR

Register with Facebook

Register with Google

Register with Microsoft

Register with Twitter

Register with Apple

### Logging In:

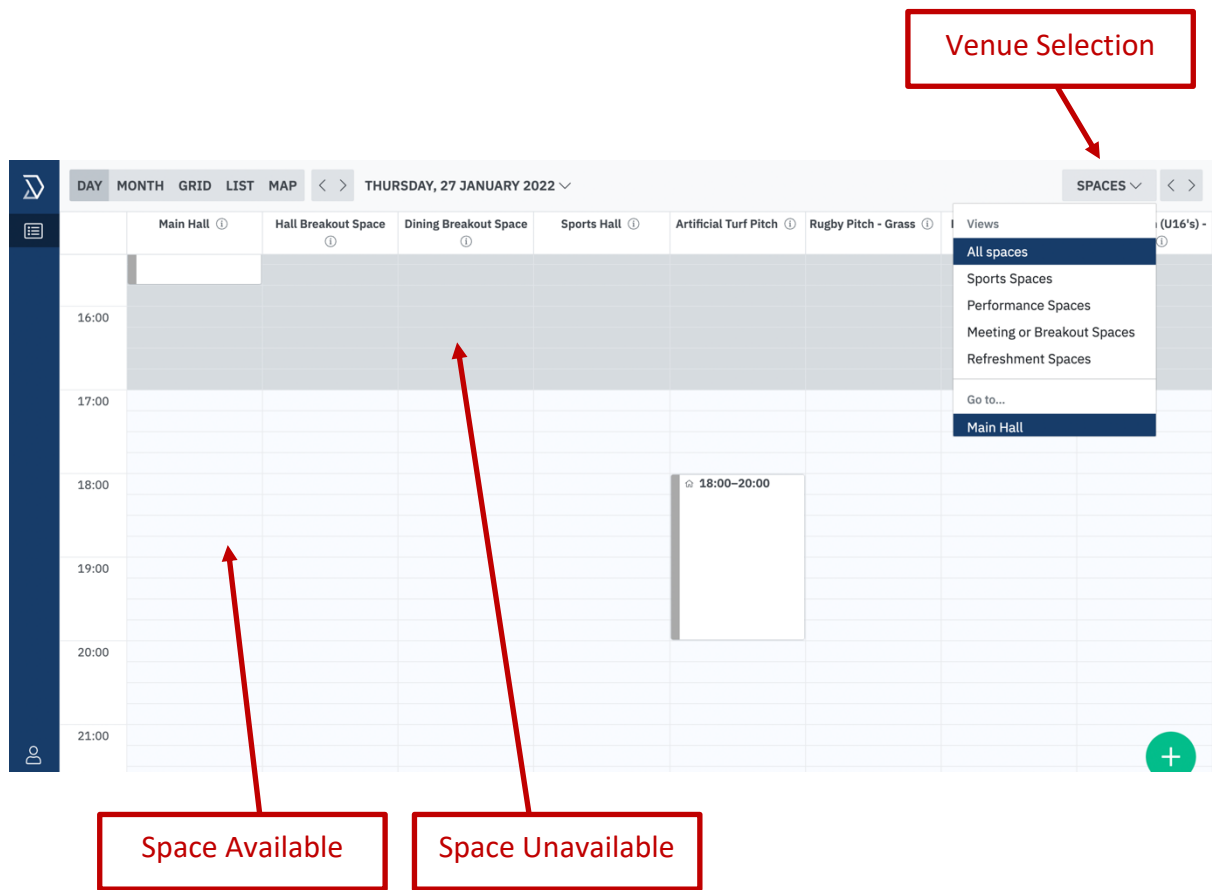
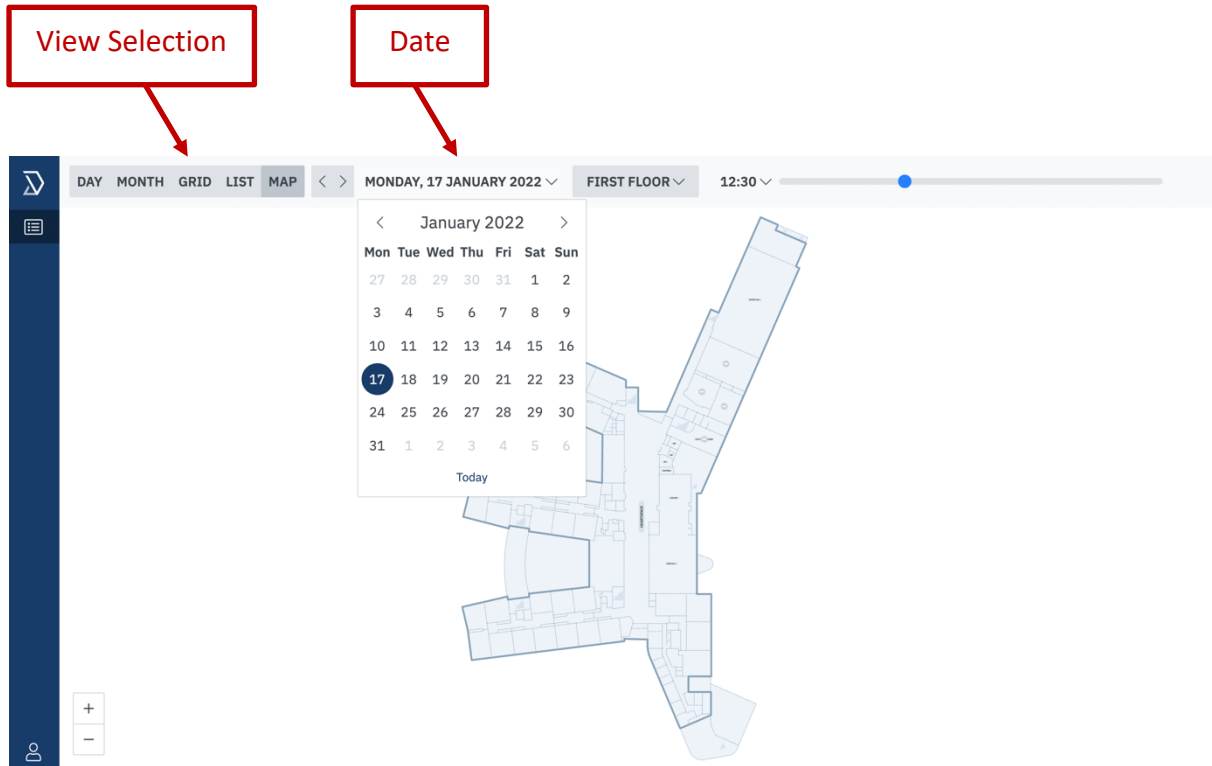
Our booking system can be accessed on any device using your log in credentials. Please navigate to <https://southwellminsterschool.skedda.com> to log in.

### Checking Availability:

Once logged in, you will be able to check the availability of our spaces. Please bear in mind our self-service booking times (as shown above). If you're booking falls outside of these times you will need to email [lettings@minster.notts.sch.uk](mailto:lettings@minster.notts.sch.uk) where a member of our team will check whether we are able to accommodate your requirements outside of our usual opening hours.

### Different Views:

Our booking system allows a variety of views, customisable to user preference. These are Day, Month, Grid, List & Map. By selecting each of these you can display the list of spaces and their availability in a format that most suits you. The date can be selected and a specific space or set of spaces can also be selected from the top navigation bar (please see below).



### Making a New Booking:

To make a new booking please select the green circle with a white plus sign in the bottom right corner of the screen (please note in 'map' view you will need to click on the green circle on the desired room on the map). This will then load a new screen where you can

select the date, time and desired spaces (see below). This may be one space or a number of spaces dependant on your booking. Dependant on the spaces you have chosen, you will be asked a few simple questions to help us set up correctly for your booking and to ensure you have everything you need during your time on site.

① Have any specific requests or queries? Please do not hesitate to contact us on [lettings@minster.notts.sch.uk](mailto:lettings@minster.notts.sch.uk) All bookings provide access to site for your booking duration only.

BOOKING DETAILS

DATE & TIME\*  
Thursday, 27 January 2022 From 09:00 to 10:00

REPEAT\*  
None

SPACES\*  
⚠ No spaces selected

BOOKING TITLE  
An optional booking summary

YOUR DETAILS

### **Making Payment & Booking Confirmation:**

At the bottom of the booking page you will be able to add card details to make payment for your booking. Once you are happy all of the details are correct and have added payment details please select 'Confirm booking'. An email will be sent to the email address on your account to confirm the booking details.

Whilst a member of our team may contact you via your account email/phone should they have any queries regarding your booking, your booking is now confirmed in.

### **FAQ's:**

#### **The space I have selected is showing as unavailable?**

Please ensure that you are booking within our self-service booking times (as shown above). If you wish to enquire about a letting outside of these times (such as a weekend evening) please email [lettings@minster.notts.sch.uk](mailto:lettings@minster.notts.sch.uk) where a member of the team will check whether we are able to staff the venue for your requirements.

#### **Do you have parking on site?**

We have a large, gated car park and overflow car park on site which is free for guest use. There is also a long stay overflow car park nearby. Please ensure vehicles are not left in the car park prior to or past your booking as these may be locked in once site closes.

#### **I want to make regular repeat bookings at your site. Can I do this?**

We have a number of hirers who utilise our facilities weekly. Please contact [lettings@minster.notts.sch.uk](mailto:lettings@minster.notts.sch.uk) should you wish to explore the possibility of invoicing for your hire.

**Do you have wifi access?**

We are fortunate to benefit from quick and reliable wifi access across site. Please ensure you make our team aware in advance should you require access to this for your booking and we will provide the details prior to your arrival.

**Can you provide catering facilities?**

We have a hot water urn and catering cupboard, including fridge, situated in the Dining Breakout Space. Please ensure that this space is added to the hire should you require access. Please note there are no further catering facilities available to access on site.

**Can we serve alcohol?**

The Minster School holds an alcohol license. In order to serve alcohol at your event you will need to apply for a Temporary Events Notice from Newark & Sherwood District Council and provide the confirmation that this has been granted to our lettings team. Further information can be found below:

<https://www.gov.uk/temporary-events-notice>

**Can we use the computers on site?**

No access to school network and IT will be permitted (with the exception of wifi through prior arrangement). Please ensure you bring your own IT devices with you for your booking. Should you have any queries please contact [lettings@minster.notts.sch.uk](mailto:lettings@minster.notts.sch.uk)

**Can I gain access to the site earlier than my booking time?**

No access to the site prior to your booking time is available, unless previously agreed in writing by a member of our lettings team. Please ensure your booking includes all time that you require access.

**Can I use the on-site AV systems?**

Yes. Details of these are provided on the booking system. Please contact [lettings@minster.notts.sch.uk](mailto:lettings@minster.notts.sch.uk) should you have specific requirements or queries. Please note, an induction or an additional charge for technician time may be required for certain facilities.

**Can you provide a Live Stream of our event or capture photography/videography?**

Yes. Please contact [lettings@minster.notts.sch.uk](mailto:lettings@minster.notts.sch.uk) for further information and prices.