

A CLASS AND COURSE AT JACKSONS LANE IS...

- A structured planned learning activity that improves participant's skills and/or well being.
- Open to any public who the class is aimed at. For example, a self defence class for women needs to be open to all women, or an exercise class for people over 55 must be accessible and open to all over this age.
- A series of regular workshops that total a minimum of 6 sessions per term.
- An organisation or individual tutor that works in accordance with Jacksons Lane policies and hire agreement.
- An organisation or individual tutor that liaises and works with Jacksons Lane staff to ensure the smooth running of their activities in harmony with the rest of the venue.

Before approaching Jacksons Lane to enquire about starting a class and course please read the following:

- Classes and Courses at Jacksons Lane are programmed 3 times a year only. We have a Summer, Spring and Winter/Autumn term. After making an enquiry, your class will be considered for the next available term.
- Before considering approaching us with your class have a look at our current classes and courses and check that we do not currently offer a similar activity.
- Before reserving space we will ask you to meet with us to talk about your class and your experience. It's also an opportunity for you to ask us any questions.
- Before reserving space we will also ask to see evidence of any relevant training or exams for your activity, public liability insurance certificate and, if you are teaching anyone under the age of 18, a current DBS certificate.
- We will also ask you to sign a hire agreement before considering your space booked. Once this is signed and your invoice has been issued you are liable for cancellation fees.
- All fees for the whole booking must be paid upfront before the start of the first workshop.
- When thinking about the times of your booking you must include the set up and clearing away of any equipment in your booking.
- The only promotion we do for classes and courses is a listing on our website and classes and courses brochure as well as space on our notice board. We will also engage with you on twitter through our community www.twitter.com/aboroughunited page. This is all we can offer as marketing support.

When you contact us to enquire about space we will ask you if you have read and understood our Classes and Courses criteria. If you have any questions then do feel free to ask.

To be fair to everyone we have to have clear procedures and criteria in place. This helps us to have a positive relationship with the many wonderful, diverse classes, tutors and participants who give their time to Jacksons Lane. There are also many ways in which you can engage with the building beyond your class. We are an Arts Awards Supporter and we have regular events and open days. We really value the contribution that the Classes and Courses make to Jacksons Lane.

To enquire about putting on your class or course, please send or email the following information to Stuart@jacksonslane.org.uk or drop it into reception.

Full Name of Hirer / Company Name	
Full Address of Hirer / Company	Post Code:
Contact Number Mobile: Work:	
Email Address	
Desired Start Date(s) of term	
Desired Day and Times of Hire	
Desired Space/Studio number or specific studio requirements <i>i.e. Dance floor, PA System</i>	
Furniture Required	
Course Name	
Course Details i.e details of activity to be completed and any benefits participants receive. Continue onto second page if necessary. Please include any relevant website links for your company and information about any previous runs of this course at other venues.	
How Did You Find Out About Jacksons Lane?	