



Responsible event booking guidance

Advice and good practice for community venues

Some of the steps below may help to mitigate some of the risk of undesirable bookings. This document is not a definitive list and should be used in conjunction with other checking mechanisms that may already exist.

ASK What's planned and who's planning it?

1. Who is the individual or organisation booking the event or using the venue?
 - ask for their name and any associated names they operate under
 - ask for their address and a phone number
 - get details of the individual or organisation's website and associated websites
2. Do they implement a policy that promotes equality and diversity and challenges all forms of discrimination? Or will they agree to subscribing to Hinckley & Bosworth's [equality and diversity policy](#) for their event or time utilising the venue.
3. Ask for details of the event or planned work including: theme; title; agenda; content; speakers; expected audience numbers and demographics; details of how the event will be promoted (ask for copies of flyers/ posters etc.); is the event open to the public or invite only? If the customer is not a local resident, establish why they are holding an event in this area or needing to utilise the venue?

CHECK Undertake due diligence to confirm what you've been told and find out more.

1. Run a check on the individual/organisation/speakers by:
 - viewing their websites, articles or speeches
 - considering what other people are saying about them (articles/blogs etc.)
 - check the government's list of known terrorist groups: [Proscribed terrorist groups or organisations - GOV.UK \(www.gov.uk\)](#)
 - If a charity, check their number at [charitycommission.gov.uk](#)
2. Considering asking for a reference from a venue provider previously used by the individual/organisation if the person/organisation hasn't been used previously.
3. If you are still concerned with the answers provided by the customer, speak to your manager or the Senior Safeguarding Officer & Prevent Lead via Jodine.Legg@hinckley-bosworth.gov.uk or you can contact the Leicestershire Police Prevent Team via <http://www.leics.police.uk/PreventReferral>

DECIDE

Do you let the event go ahead? If the booking is identified as controversial the relevant **member of the Strategic Leadership Team** will make the final decision on whether to accept or cancel the booking. **If accepted, do you still need to take any action to reduce the risks?**



Venue/Space Hire Guidance Information: Who wants to use your venue?

Name of event/hire:					
Date of event/hire?		Time of event/hire:		Is this a repeat booking?	YES/NO
Name and contact details for person requesting the booking (inc. org. / group / charity they represent):					
Event type e.g. engagement, conference, fundraiser, consultation, meeting, co-working space:			Approximate number of people attending		
Name and contact details of main representative (inc organisation / group / charity that they represent):					
Name and contact details of any other speakers (inc organisation / group / charity they represent):					
Brief outline of what the venue hire need is for:					
If the venue hire is for an event, how is attendance at the event being arranged? <i>(Tick relevant box)</i>		Invite only <input type="checkbox"/>	Open invite however attendees will need to book onto the event <input type="checkbox"/>	Open invite- Open to members of the public <input type="checkbox"/>	
Is the event being advertised? How is this being done (word of mouth, social media, flyers, website):		Will the media be present?		YES/NO	
Please provide the contact details for a venue you have held an event at previously, or a reference that can be contacted. <i>(Contact with this venue or person may be made by a representative from Hinckley & Bosworth)</i>		Name: Tel number/ Email:			



Suggested Venue Management and Behavioural Conduct

An expectation of behavioural conduct from the service users by the venue provider, Hinckley & Bosworth Borough Council.

Venue a term referencing all venues in the HBBC portfolio

Service User a term for the person, persons, organisations, or businesses hiring the venues in the HBBC portfolio.

Internet access:

If the venue is providing internet access, then the following must be conformed to by service users.

- Service users must not knowingly be used to violate laws and regulations; or, to attempt to overload or disable any computer system or network; or, to disseminate viruses/worms/Trojan horses/logic bombs, or similar destructive programs.
- Deliberate accessing of pornographic adult material, criminal activity, or materials by those who engage in the ideological causes of terrorism is expressly prohibited. The provided internet is monitored and if the prohibited materials area accessed, Service users' activity will be reported to the Police and Service Users will be banned from the venue.
- To minimise the risk of unauthorised access to the provided internet access, Service users must not share the name or password of the provided Wi-Fi to anyone outside of the venue.

Site Safety and Security:

- The fire procedure and policies of each venue within the HBBC portfolio must be adhered to, a copy of the relevant venue site safety information will be issued when making a booking.
- The security measures including any issued keys, alarm fobs etc of each venue within the HBBC portfolio must be adhered to, a copy of the relevant venue site security information will be issued when making a booking.

General:

- If the venue has kitchen, toilet and showering facilities please be considerate and clean up after yourself.
- Service users are to arrive promptly at the venue for the start of your booking and be ready to leave at the finish time of the booking.
- If the venue has loaned Service users equipment, please return these items in the condition they were received in at the end of the booking.
- The venue will not tolerate any behaviour which is deemed to be unacceptable, abusive, threatening, or violent to its staff or any third party acting on its behalf.