



Responsible event booking guidance

Advice and good practice for community venues

Follow the steps below to mitigate the risk of undesirable bookings. This document is not a definitive list and should be used in conjunction with other checking mechanisms.

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

1. Who is the individual or organisation booking the event?
 - 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 their event subscribing to your equality and diversity policy?
3. Ask for details of the event 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?

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 \(www.gov.uk\)](https://www.gov.uk/government/lists-and-reports/proscribed-terrorist-groups)
 - If a charity, check their number at [charitycommission.gov.uk](https://www.charitycommission.gov.uk)
2. Ask for a reference from a venue provider previously used by the individual/organisation.
3. If you are still concerned with the answers provided by the customer, speak to your manager or SKDC's Prevent Lead carol.drury@southkesteven.gov.uk

DECIDE

Do you let the event go ahead? If the booking is identified as controversial the relevant **Head of Service** 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?



Who wants to use the venue? This information should be collected at the point of enquiry from organisations or individuals requesting to book the venue

Name of event					
Date of event:		Time of event:		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:		Approximate number of people attending			
Name and contact details of main speaker (inc organisation / group / charity they represent):					
Name and contact details of all other speakers (inc organisation / group / charity they represent):					
Brief outline of what the event will be about					
How is attendance at the event being arranged? (Tick relevant box)		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"/>	
How is the event being advertised? (word of mouth, social media, flyers, website etc):		Will the media be present? YES/NO		Is the event going to be segregated? YES/NO	
Please provide the contact details for a venue you have held an event at previously (Advise that you may contact)		Name: Tel number/ Email:			