



# Event Booking and Venue Hire Policy

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## 1. Background

- 1.1. Oadby and Wigston Borough Council reserves the right in its absolute discretion not to hire its venues;
  - To any organisation or individuals that do not conform to the values (Equality, Fairness and Inclusivity) of the Council, or that are banned or proscribed by law;
  - Or, for political rallies, or for demonstrations which incite hatred or violence or any breach of criminal law and/or spread hatred and intolerance;
- 1.2. Furthermore, the Council reserves the right to refuse to grant, or cancel, permission with immediate effect:
  - If any or all parts of the event are considered by the Council, in its reasonable opinion, to be dangerous, offensive, noxious, illegal or which may become a nuisance to the Council or any other occupiers in the areas (or any neighbouring property) where the event is held;
  - If the organisers are found to have falsely represented the event at the time of booking but are subsequently found to breach the principles set out here.
  - Or, if the Council is not satisfied that the safety of the buildings and the public can be ensured.
- 1.3. No individuals or groups will be denied the opportunity for access to Council managed properties unless there is a justifiable reason to do so within the spirit of this policy.
- 1.4. This policy provides a clear, consistent framework for booking and managing events, venue hire, and use of Oadby and Wigston Borough Council-owned spaces and equipment.

- 1.5. Events play a vital role in fostering community cohesion, supporting local businesses, and promoting cultural and recreational activities across the borough.
- 1.6. Recent demand for events has increased alongside rising expectations around safety, accessibility, and sustainability.
- 1.7. The council's Corporate Assets, Marketing and Health and Safety team oversees permissions, risk management, and compliance with relevant legislation and corporate standards.
- 1.8. This policy applies to events and activities on council-owned land, venues, and assets; including those organised directly by the council and does not cover private property.
- 1.9. The objectives of this policy are detailed in Section 2 and flow directly from the need to balance community benefit with effective risk control, equitable access, and alignment with corporate priorities.

## 2. Objectives

- 2.1. The objectives of Oadby and Wigston Borough Council's Event and Hire Policy are to:
  - Support safe, compliant and well-managed events that protect attendees, staff and communities.
  - Stimulate the local economy by attracting visitors, increasing footfall in town centres and supporting local businesses.
  - Ensure equitable access for all participants by embedding inclusive design, accessibility measures when designing and planning modifications or implementing new structures.
  - Promote environmental sustainability through waste minimisation, carbon-reduction practices and guidance on eco-friendly event delivery when requested.
  - Provide a transparent and proportionate, approval and review process that balances community benefit with effective risk control.
  - The Council will work with organisers to ensure events adhere to inclusive design principles and the requirements of the [Equality Act 2010](#).

## 3. Definitions

- **Events** refer to any organised public or private gathering taking place on Oadby and Wigston Borough Council-owned land, properties, or using Council-managed assets. This includes but is not limited to:
  - Community festivals and fairs
  - Conferences and seminars
  - Religious or faith-based gatherings
  - Cultural, recreational, or sporting activities
  - Commercial product launches or promotions
  - Political and campaigning meetings (subject to Section 1 conditions)

- **Radicalisation:** occurs when a person adopts extreme views or beliefs that justify violence or terrorist activity. Prevent covers all forms of terrorism, irrespective of ideology.
- For further clarity on what constitutes terrorism or extremist messaging, see “Terrorism and Extremism” at [Educate Against Hate](#)

## 4. Prevent

**4.1.** Prevent is the government’s safeguarding programme to stop individuals from being drawn into terrorism or supporting extremist causes. It ensures that those vulnerable to radicalisation are offered timely interventions and that communities are resilient to extremist influences.

### 4.2. Statutory Duty

- Under the [Counterterrorism and Security Act 2015](#), local authorities are “specified authorities” required to have due regard to the Prevent duty in all day-to-day functions, including venue hire and events management.
- The [Prevent duty guidance for England and Wales \(2023\)](#) sets out how organisations must identify and mitigate risks of radicalisation.

### 4.3. Definitions and Scope

#### 4.3.1. Oadby & Wigston Borough Council’s Role

- Embed Prevent awareness in the booking and approval process (see Section 5: Venue Hire/Event Booking Guidance).
- Refuse bookings by proscribed or extremist groups, or those whose activities conflict with the Council’s values on equality, fairness and inclusivity.
- Collaborate with partners, Leicestershire Police, the Channel programme, health services, education providers and voluntary sector organisations to share information and manage local risks.

#### 4.3.2. Staff and Partner Responsibilities

- All staff involved in events and venue hire must read this policy and apply the principles in screening and due-diligence checks.
- During booking Officers must assess organiser profiles and event content for potential extremist links or messaging.
- Escalate any concerns to the Council’s Prevent lead, Head of Service or Legal Services and follow the referral process outlined in Section 6.

#### 4.3.3. Supporting Communities

- Work proactively with community groups and faith organisations to build resilience against extremist narratives.
- Signpost organisers to guidance, funding and support for community-led interventions that counter radicalisation.

#### 4.3.4. Further Information

- [Prevent Duty Guidance](#)
- 4.4.** By meeting these obligations, the Council ensures its venues and resources remain safe, inclusive and not open to exploitation by extremist actors.

## **5. Venue Hire/Event Booking Guidance**

- 5.1.** This guidance offers good practice to help Oadby & Wigston Borough Council staff and hirers mitigate risks associated with venue bookings. It sits alongside the standard booking process and relevant safeguards.
- 5.2.** Please use either the Information Sheet for Event Booking and Venue Hire or Customer Service's DASH form to ensure the below information is gathered to make a decision.
- 5.3. Ask: Establish What's Planned and Who's Involved**
- 5.3.1. Request organiser information**
- Full name, trading names, postal address, telephone, email
  - Website URLs and social-media profiles
- 5.3.2. Confirm commitment to equality and diversity**
- Ask if they have an equality policy that challenges discrimination
  - If not, require subscription to the Council's Equality & Diversity Policy
- 5.3.3. Gather event details**
- Title, theme, agenda and content overview
  - Names and biographies of speakers or performers
  - Expected audience size and demographic profile
  - Promotion materials (e.g., draft flyers, posters, social-media adverts)
- 5.3.4. Clarify format and location**
- Public access or invite-only?
  - If organiser is based outside the borough, ask rationale for choosing this venue
- 5.4. Check: Conduct Due Diligence**
- 5.4.1. Review online and media presence**
- Scan organiser and speaker websites, blogs, news articles, social posts
- 5.4.2. Verify official registers**
- [Proscribed organisations list on GOV.UK](#)
  - [Charity Commission register](#) (for charities)
  - [Companies House](#) (for limited businesses)
- 5.4.3. Seek references**
- Contact previous venue hosts or local authorities

- Request written feedback where available

#### **5.4.4. Leverage Council and partner resources**

- Consult the Council's Prevent lead
- Consult the Council's Legal team
- Consider referral to [Leicestershire Police Prevent Team](#)

### **5.5. Decide: Risk-Based Acceptance or Refusal**

**5.5.1.** For low-risk bookings, proceed with standard hire agreement

**5.5.2.** For higher-risk or contentious events:

- Escalate to Head of Service for final approval
- Impose additional controls (e.g., increased stewarding, content restrictions)

**5.5.3. Higher-risk or Contentious Events** may include, but are not limited to:

- Events featuring speakers with a known history of inflammatory or extremist remarks
- Topics likely to provoke significant public debate or protest
- Mass gatherings requiring extensive crowd or traffic management
- Events promoted via non-traditional or encrypted digital platforms
- Requests made by unfamiliar or newly established organisations with limited public footprint
- Activities involving sensitive political, religious or cultural themes
- Decision makers should consider both content and context, consulting the Legal and/or the Councils' Safeguarding lead.

**5.5.4.** Communicate decision and any special conditions in writing

**5.5.5.** Retain all correspondence and evidence for audit purposes

## **6. Prevent Referrals**

**6.1.** A Prevent referral can be made by anyone who is concerned that they, or someone they know, may be susceptible to radicalisation or at risk of involvement in terrorist or extremist activity. This applies to colleagues, family members, friends or professionals at any point during the event planning or delivery process.

### **6.2. When to Make a Referral**

- You observe behaviour or conversation suggesting extremist ideology or support for terrorism.
- You suspect someone is being groomed or exploited to adopt radical views.
- You identify materials (online or printed) promoting extremist messages.

### **6.3. How to Make a Prevent Referral**

- Contact Leicestershire Police Prevent Team:
  - Call 101 and ask for extension 2541
  - [Online](#)
- If you need confidential advice, ring the National Police Prevent Advice Line on 0800 011 3764.
- In an emergency or if life is at risk, always dial 999.

#### **6.4. Child Protection and Safeguarding**

- If your concern relates to the exploitation or radicalisation of a child or young person, report immediately to Children's Social Care:
  - [Online](#)
  - Out-of-hours children's duty team: 0116 305 0005

**6.5.** All staff and organisers should keep a record of any Prevent concern raised, including the date, time, nature of concern and referral outcome. This ensures transparency, enables audit, and supports vulnerable individuals with the earliest possible intervention.

**6.6.** In addition to Prevent-related risks, Council staff and organisers must remain vigilant to wider safeguarding concerns particularly involving vulnerable adults. Any suspected abuse, neglect or exploitation should be reported following the Council's Safeguarding Adults procedures:

- [Safeguarding Adults Board – Leicestershire](#)
- Contact Leicestershire Adult Social Care: 0116 305 0004
- Emergency safeguarding concerns should be escalated via 999

## **7. References**

- Statutory guidance issued under S29 of the [Counter-Terrorism and Security Act 2015](#) makes explicit reference to the 'use of local authority resources' and outlines expectations of partnership working and that 'local authorities should ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views' through the establishment of a responsible booking policy for public venues
- As a responsible authority under the [Crime and Disorder Act 1998](#), the council also has a statutory duty to work in partnership with other agencies to reduce and prevent crime. Maintaining public order is a priority for a local authority and the police, therefore when an event poses a risk to the public, there are grounds to review and reconsider venue hire. Where the property is not under local authority control, they can provide advice to the property owners/occupiers
- The [Human Rights Act 1998](#) sets out the fundamental rights and freedoms that everyone in the UK is entitled to. In some limited situations, certain freedoms are qualified meaning that public authorities may interfere with them. This is only possible where the authority can show that its action has a proper basis in law, and is necessary and 'proportionate' to protect public safety, public order, health or morals, the rights and freedoms of other people

- The [Equality Act 2010](#) requires public bodies to have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act as well as to advance equality of opportunity and to foster good relations between people who share a protected characteristic and people