

## Information Sheet for Event Booking and Venue Hire

Please complete all applicable sections of this for each venue hire or event on behalf of the organisation or organiser. Please consult the Event Booking and Venue Hire Policy for more information.

### 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 organisations website and associated websites
2. Do they implement a policy that promotes equality and diversity and challenge all forms of discrimination? Or will they agree to their event in subscribing to Oadby and Wigston Borough Councils 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), is the event open to the public or is it 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)
  - Check the government list of known terrorist groups (Proscribed terrorist groups or organisations)
  - If a charity, check their number at **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 the OWBC Prevent Lead or you can contact the Leicestershire Police Prevent Team

### Decide

Do you let the event go ahead? Please complete the box at the bottom of this page and retain all information relating to this booking.

### Low Risk or Higher Risk.

If it is Higher Risk, then please escalate this to the Head of Service for a final decision. If it is Lower Risk, proceed with the standard higher agreement.

Name of Officer Completing this Form	Role of Officer Completing this Form	Risk Level	Date of Completion