



Policy, Finance and Development Committee	Tuesday, 09 September 2025	Matter for Information and Decision
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Report Title: **Event Booking & Venue Hire Policy (2025)**

Report Author(s): **Zach Bradford (Safety & Resilience Officer)**

Purpose of Report:	The purpose of this report is to approve the Event Booking and Venue Hire Policy 2025.
Report Summary:	The Event Booking and Venue Hire Policy 2025 (as set out at Appendix 1) provides a clear framework for delivering safe, compliant, and well-managed events on Council-owned land, property, or managed assets. It sets out a transparent and proportionate approval and review process that balances community benefit with effective risk control. The Information Sheet for Event Booking and Venue Hire (Appendix 2) ensures that the Ask, Check, Decide protocol is documented and followed.
Recommendation(s):	A. That the Event Booking and Venue Hire 2025 Policy (as set out at Appendix 1 to this report) be approved; and B. That the Information Sheet for Event Booking and Venue Hire (as set out at Appendix 2 to this report) be approved.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Anne Court (Chief Executive Officer / Head of Paid Services) (0116) 257 2602 Anne.court1@oadby-wigston.gov.uk Teresa Neal (Strategic Director) (0116) 257 2642 teresa.neal@oadby-wigston.gov.uk Ben Wilson (Head of Neighbourhood Services) (0116) 257 2711 ben.wilson@oadby-wigston.gov.uk Zach Bradford (Safety & Resilience Officer) (0116) 257 2866 zach.bradford@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1) Our Communities (SO2) Our Economy (SO3) Our Environment (SO4) Our Partners (SO5)
Vision and Values:	Customer & Community Focused (V1) Resourceful & Resilient (V4)
Report Implications:-	

Legal:	The implications are as set out at paragraph 2 of this report.
Financial:	The implications are as set out at paragraph 2 of this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Key Supplier / Partnership Failure (CR2) Reputation Damage (CR4) Failure to Respond to a Significant Incident (CR7)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable.
Human Rights:	The implications are as set out at paragraph 2 of this report.
Health and Safety:	The implications are as set out at paragraph 2 of this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	• Equality Act 2010 • Counter-Terrorism and Security Act 2015 • Prevent duty guidance: England and Wales (2023) • Crime and Disorder Act 1998 • Human Rights Act 1998
Appendices:	1. Event Booking & Venue Hire Policy (2025) 2. Information Sheet for Event Booking and Venue Hire

1. Introduction

- 1.1 Attached to this report at **Appendix 1** is the Event Booking and Venue Hire 2025 Policy which provides a clear framework for Officers who are responsible for the management of venue hire and events to ensure safe, compliant, and well-managed events on Council-owned land, property, or managed assets are held.
- 1.2 This version of this report expands upon the previous policy that was in place.
- 1.3 Attached to this report at **Appendix 2** is the Information Sheet for Event Booking and Venue Hire. This ensures that the Ask, Check, Decide protocol is followed and documented.

2. Information

- 2.1 The legal implications of having this policy in place are that it provides a clear framework for compliance with key pieces of legislations as outlined above. It reduces the chances of a successful legal challenge by ensuring a transparent, documented approval and refusal criteria and ensures enforceable contract terms that protect the Council and hirers.

- 2.2 The legal implications of not having this policy in place are that it potentially exposes the Council to non-compliance with current and future statutory duties, increases the likelihood of ad hoc or inconsistent decisions that could be subject to legal challenge and leaves the hirers subject to undocumented arrangements.
- 2.3 The financial implications of having this policy are that it will mitigate the risk of unexpected costs for things like legal claims or emergency responses and will allow the Council to apply cost-recovery mechanisms fairly and transparently.
- 2.4 The financial implications of not having this policy are that it leaves the Council vulnerable to unbudgeted liabilities from accidents, security incidents or non-compliance events.
- 2.5 The health and safety implications of having this policy are that it ensures a qualitative risk assessment process is followed using the Ask, Check, Decide framework.
- 2.6 The health and safety implications of not having this policy are that it would hamper the Council's ability to demonstrate "due diligence" and the Council may not be able to demonstrate a formal risk assessment process.
- 2.7 The human rights implications of having this policy are that it balances the freedom of expression and assembly with public safety by setting clear booking and refusal criteria, it would support the Equality Act duties by ensuring venues are accessible and hire terms do not discriminate against protected groups.
- 2.8 The human rights implications of not having this policy risks arbitrary or ad hoc refusals that could breach the Human Rights Act, it may inadvertently block legitimate community or political events, undermining free speech and it leaves equality and inclusion commitments unenforced potentially disadvantaging vulnerable or marginalised communities.