

RESPONSIBLE BOOKING TEMPLATE

Section 1: WHO WANTS TO USE YOUR VENUE?

This information should be collected at the point of enquiry from organisations or individuals requesting to book your venue.

Name of event	Date of event	Time of event	Repeat booking? YES/NO
Name and contact details for person requesting the booking <i>inc. organisation/group/charity they represent</i>			
Event type <i>e.g., engagement, conference, fundraiser, consultation, meeting</i>			Approximate number of people attending
How is attendance at the event being arranged? <i>Tick relevant box</i>	Invite only ☐	Open invite – but attendees will need to pre-book ☐	Open invite – no pre-booking required ☐
How is the event being advertised? <i>E.g., word of mouth, social media, flyers, website</i>		Will the media be present? YES/NO	Is the event going to be segregated? YES/NO
Name and contact details of main speaker <i>inc. organisation/group/charity they represent</i>			
Name and contact details of all other speakers <i>inc. organisation/group/charity they represent</i>			
Please provide the contact details for a venue you have held an event at previously – advise that you may contact	Name: Tel number/ Email:		
Is wider consideration and research required?	YES/NO <i>If you have selected YES complete section 2 below</i>		

Section 2: WIDER CONSIDERATIONS AND RESEARCH

For each of the questions record your findings and using the impact assessment rating below assign a number based on the level of risk and/or likelihood.

Consideration	Findings / Further Action	Impact Assessment 1 = low/no risk /low/no likelihood 2 = medium risk/medium likelihood 3 = high risk/high likelihood
1. Check the list of proscribed organisations (this is a list of banned organisations under UK law): https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2	If the organisation is listed as a proscribed organisation you should not proceed with the booking. Do not agree to the event as it is likely to breach the law. Contact the Community Safety team ECCSP@eastcambs.gov.uk and consider informing the police.	1 2 3
2. Conduct an open source internet search to research the organisation, topics, or speakers to inform your decision-making process. To ensure that your search is proportionate make sure that you consider all the information and its credibility.	Log findings of your internet search below (inc date of search)	1 2 3
3. If a charity is booking the event, you can check if it is registered on the Charity Commission website: https://www.gov.uk/government/organisations/charity-commission	YES / NO	1 2 3

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4. Are there concerns that this event could fall outside your organisation's code of values, or breach UK law, the Human Rights Act 1998 and the Equality Act 2010?	YES / NO Further action / detail:	1 2 3
5. In your opinion is there a chance this event could cause community tension or impact on community cohesion / relations?	YES / NO Further action / detail:	1 2 3
6. Is there a chance that this event could attract counter protest groups?	YES / NO Further action / detail:	1 2 3

Consideration	Findings / Further Action	Impact Assessment 1 = low/no risk /low/no likelihood 2 = medium risk/medium likelihood 3 = high risk/high likelihood
7. Is there a risk to the facility's reputation?	YES / NO Further action / detail:	1 2 3
8. Are there Health and Safety issues to be addressed or security required?	YES / NO Further action / detail:	1 2 3
TOTAL NUMBER (add up the numbers circled for each question)		
Additional comments (including, where applicable any mitigating circumstances that may impact the level of risk)		

RAG Assessment

Total: 8 Green – Low or no risk	Total: 9 – 14 Amber – Medium Risk	Total: 15 – 21 Red – High Risk
Proceed with your booking using your existing policies and procedures for booking events and speakers. If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.	Contact your local policing Prevent Team or your local Council's Community Safety Partnership for advice (see contacts in guidance document). This is advised before you confirm this event booking. If you decide to go ahead and confirm the booking for the event to be delivered from your venue, please ensure that you have the right event management arrangements in place to react, manage and log any situations that could lead to reports of breaches in the Human Rights 1998 and Equality Act 2010; including the potential for disorder. If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.	Contact your local policing Prevent Team for advice before you make any decisions. Do not confirm the event booking (see contacts in guidance document). If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.