

## Venue Hire and Speaker Checklist


The Prevent Duty 2015 requires local authorities to ensure that publicly owned venues do not provide a platform for extremists and are not used to disseminate extremist views. This checklist should be completed by staff who are responsible for taking bookings for venues to consider questions about who may be booking the venue and why. See also the [Prevent Duty Toolkit](#) for local authorities for further information.

**Ask** What is planned and who is planning it?

**Check** Review what information has been published about the event and what is publicly available about the hosts for risks in relation to extremist activity linked to terrorism.

**Decide** Use the information collected to inform your decision.

Speaker Details	
Name	
Organisation	
Address	
Contact Number	
Email Address	
Is the speaker/s at least 18 if any speaker is under 18, a guardian is required	
Any known concerns?	
Organiser Details	
Name	
Job Title / Role	
Contact Number	
Website	
Any known concerns?	
Meeting / Event Details	
Date	
Time	
Event Topic	
Expected Arrival	
Expected Departure	

Number of attendees expected		
<b>Who wants to use your venue?</b>		<b>Comment</b>
<p>Has the <b>identity of the speaker/s</b> been confirmed and is their <b>organisation/s bona fide</b>?</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Checks on the internet including <a href="#">Charity Commission</a> if relevant (See <a href="#">10 tips for smarter, more efficient Internet searching</a>)</li> <li>• Social media (e.g. Facebook, Twitter)</li> <li>• YouTube</li> <li>• Local and national news</li> <li>• Check the list of <a href="#">proscribed organisations</a>. This is a list of banned organisations under UK law.</li> </ul> <p>Print screen or provide links to any results of interest, speak to your manager and contact Prevent lead -see below</p>		
<p> <b>If the searches above raise any concerns, please consider the following questions</b></p>		
<b>Further questions to consider</b>		
	Yes/No/N/A	Comments
Why do they want to use your venue?		
How will the event be advertised, and how widely (e.g. regionally/nationally)?		
Has the topic met nationally or regionally with any criticism or hostility when it has been hosted before?		
Is the speaker/s from the area? Are they UK citizens or from abroad and will travel specifically for this event?		
Why has your venue been chosen for this event? (e.g. capacity, local interest or other reason)		
Are the event organisers requesting special conditions? (e.g. closed meeting, tickets, media, or segregation)		
Has any pressure (either directly or indirectly) been undertaken by any person or community to run/not run this event?		

Are there any wider considerations?	Yes/No/N/A	Comments
Does the speaker/s from the organisation/s they represent have a reputation for causing disruption at venues?		
Are there concerns that this event could contradict Wokingham Borough Council's Council Plan <a href="#">Council Plan</a> or breach UK law, the Human Rights Act 1998 and the Equality Act 2010?		
Are there likely to be any health and safety or public order issues such as creating community tensions that may occur as a result of this event?		
Are there any risks for the venue's reputation by hosting this event?		
Will the event be supervised by venue staff and/or will the speaker/s agree to abide by any venue conditions of access?		
<b>If you are concerned about the individual, organisation or any of the items for consideration above, please contact for guidance:</b>		
<p>In the first instance refer to your supervisor or manager and then contact for advice:</p> <p><b>Thames Valley Police</b> in Wokingham  <a href="mailto:preventreferralswokingham@thamesvalley.pnn.police.uk">preventreferralswokingham@thamesvalley.pnn.police.uk</a> (monitored during office hours)</p> <p><b>Wokingham Borough Council</b>            Please also contact Zoe Hanim (Prevent Lead) or Samantha Coleman (Community Safety Team)  <a href="mailto:zoe.hanim@wokingham.gov.uk">zoe.hanim@wokingham.gov.uk</a>  <a href="mailto:samantha.coleman@Wokingham.gov.uk">samantha.coleman@Wokingham.gov.uk</a></p> <p>If you have any immediate concerns or you need to contact out of hours, please call 101</p>		
<b>Decision on hire</b>		
Is this hire to go ahead (see FAQs)	Y/N	Reason..
Organisation informed	Date	
Checklist stored	Date	

### Prevent online training

1. All staff hiring out venues should complete the Home Office Prevent Awareness Training  
[Prevent duty training - GOV.UK](#)

## FAQs

### Reporting Concerns

**Who should we contact if we have concerns that a hirer or booking appears suspicious or potentially linked to extremist activity?**

If there are any concerns report to supervisor/manager and check your concerns with the Council's Prevent Lead and for further advice, contact the Counter Terrorism South - East Police.

**What if a decision is made not to go ahead with a booking?**

If a decision is made not to go ahead with the booking, the lettings officer should notify the hirer that the hire cannot be accepted:

Wokingham Borough Council reserves the right in its absolute discretion not to hire or provide its venues to any organisation or individuals that do not conform to the values 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.

**Is there a single point of contact?**

The Prevent Lead or the Community Safety Team can be contacted for advice as above.

### Process and Escalation

**Do we have an internal process in place for reporting and logging Prevent-related concerns?**

Lettings staff should notify their manager via e mail, who will contact the police for advice as needed, as well as the Prevent Lead and/or Health and Safety Manager.

**Is the safeguarding team involved?**

If a safeguarding concern becomes apparent during the booking, contact the appropriate Assistant Director from Children's Services or Adult Social Care.

**Do we need a checklist for each new booking?**

Yes, for all new bookings the checklist should be completed

### Regular Hirers

**For regular or long-term hirers, how often should we refresh or re-confirm the Venue Hire Checklist?**

Annually or immediately when alerted or if suspicion arises.



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**Is the checklist reviewed annually, or only when there is a change in the type of activity?**

Annually and change of activity.

### **Checklist Storage and Access**

**Is there a form or system where this should be recorded?**

The Venue Hire Checklist should be completed and stored securely.

**Where should completed Venue Hire Checklists be stored, and who should have access?**

On a SharePoint or similar site in the service area hiring out venues until suspicion arises and protection is then added to documents for security (i.e. password protected)