

## Section 1: RESPONSIBLE BOOKING TEMPLATE

**Booking an event – 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.

<b>Name of event</b>					
<b>Date of event:</b>		<b>Time of event:</b>		<b>Is this a repeat booking?</b>	YES/NO
<b>Name and contact details for person requesting the booking (inc. org. / group / charity they represent):</b>					
<b>Event type e.g. engagement, conference, fundraiser, consultation, meeting:</b>			<b>Approximate number of people attending</b>		
<b>How is attendance at the event being arranged? (Tick relevant box)</b>		<b>Invite only</b>  <input style="width: 40px; height: 20px;" type="checkbox"/>	<b>Open invite however attendees will need to book onto the event</b>  <input style="width: 40px; height: 20px;" type="checkbox"/>	<b>Open invite- Open to members of the public</b>  <input style="width: 40px; height: 20px;" type="checkbox"/>	
<b>How is the event being advertised? (word of mouth, social media, flyers, website etc):</b>			<b>Will the media be present?</b>  YES/NO	<b>Is the event going to be segregated? YES/NO</b>	
<b>Name and contact details of main speaker (inc organisation / group / charity they represent):</b>					
<b>Name and contact details of all other speakers (inc organisation / group / charity they represent):</b>					

<b>Please provide the contact details for a venue you have held an event at previously (<i>Advise that you may contact</i>)</b>	Name:  Tel number/ Email:
<b>Is wider consideration and research required?</b>	<b>YES/NO (<i>If you have selected YES complete section 2 below</i>)</b>

## 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
		<b>1 = low/no risk /low/no likelihood</b>  <b>2 = medium risk/medium likelihood</b>  <b>3 = high risk/high likelihood</b>
1. If any concerns are raised consider checking the list of proscribed organisations. This is a list of banned organisations under UK law.  <a href="https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2">https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2</a>	If the organisation is listed as a proscribed organisation you should <b>not</b> proceed with the booking. <b>Do not agree to the event as it is likely to breach the law.</b> Contact the Community Safety team on <a href="mailto:a.slater@bury.gov.uk">a.slater@bury.gov.uk</a> and consider informing the police.	
2. If concerns are raised but the organisation is not proscribed, consider conducting 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 it's credibility.	Log findings of your internet search below (inc date of search)	<b>1      2      3</b>

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Consideration	Findings / Further Action	Impact Assessment  1 = low/no risk /low/no likelihood  2 = medium risk/medium likelihood  3 = high risk/high likelihood
3. <u>If a charity</u> is booking the event, you can check if it is registered on the Charity Commission website  <a href="https://www.gov.uk/government/organisations/charity-commission">https://www.gov.uk/government/organisations/charity-commission</a>	YES / NO	1    2    3
4. Are there concerns that this event could contradict the Bury Values, fall outside your organisations 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

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6. Is there a chance that this event could attract counter protest groups?	YES / NO  Further action / detail:	1   2   3
7. Is there a risk to the facilities' reputation?	YES / NO  Further action / detail:	1   2   3

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8. Are there Health and Safety issues to be addressed or security required?	YES / NO  Further action / detail:	1    2    3
<b>TOTAL NUMBER</b> (add up the numbers circled for each question)		
<b>OVERALL RAG ASSESSMENT</b> See below ( <i>e.g. total equals 11 therefore RAG assessment equals Amber – Medium Risk</i> )		

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Consideration	Findings / Further Action	Impact Assessment  1 = low/no risk /low/no likelihood  2 = medium risk/medium likelihood  3 = high risk/high likelihood
<b>Additional comments</b> (including, where applicable any mitigating circumstances that may impact the level of risk)		

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## RAG Assessment

<p><b>Total: 8</b></p> <p><b>Green – Low or no risk</b></p>	<p><b>Total: 9 – 14</b></p> <p><b>Amber – Medium Risk</b></p>	<p><b>Total: 15 – 21</b></p> <p><b>Red – High Risk</b></p>
<p>Proceed with your booking using your existing policies and procedures for booking events and speakers.</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment</p>	<p>Consider making contact with your local Council's Community Safety Team, local neighbourhood policing team or Counter Terrorism North West for advice (see contacts below). This is advised before you confirm this event booking.</p> <p>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.</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.</p>	<p>Make contact with your local neighbourhood policing team or Counter Terrorism North West for advice before you make any decisions. <b>Do not</b> confirm the event booking (see contacts below).</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.</p>