**Venue Hire and Speaker Checklist**

Local authorities are required by the *Prevent* Duty 2015 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 booking for venues to consider questions about who may be booking the venue and why. See also the [Prevent Duty Toolkit](https://www.gov.uk/government/publications/prevent-duty-toolkit-for-local-authorities) for local authorities for further information.

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| **Speaker Details** |
| Name |  |
| Organisation |  |
| Address |  |
| Contact Number |  |
| Email Address |  |
| Is the speaker at least 18? |  |
| Any known concerns? |  |
| **Organiser Details** |
| Name |  |
| Job Title / Role |  |
| Contact Number |  |
| Website |  |
| Any known concerns? |  |
| **Meeting / Event Details** |
| Date |  |
| Time |  |
| Expected Arrival |  |
| Expected Departure |  |
| Number of attendees expected |  |
| Who wants to use your venue? | Comment |
| Has the **identity of the speaker** been confirmed and is their **organisation bona fide**? Consider:* Checks on the internet
* Search engines
* Social Media (e.g. Facebook, Twitter)
* YouTube
* Local and national news

Print screen or provide links to any results of interest. |  |
| **Bell outlineIf a social media search raises any concerns, please consider the following questions** |

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| **Further questions to consider** |
| Why do they want to use your venue? | Yes/No | Comments |
| What is the topic for the event? |  |  |
| 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 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 | Comments |
| Does the speaker or members from the organisation they represent have a reputation for causing disruption at venues? |  |  |
| Are there likely to be any health and safety or public order issues 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 agree to abide by any venue conditions of access? |  |  |
| **If you are concerned about the individual, organisation or any of the items for consideration above, please contact for guidance:** |
| Thames Valley Police in ReadingPreventreferralsreading@thamesvalley.pnn.police.uk (monitored during office hours) or call 01865 555618. If you have any immediate concerns or you need to contact out of these hours, please call 101 Reading Borough CouncilPlease also contact Jill Marston, who co-ordinates the Council’s action on the Prevent Duty, at jill.marston@reading.gov.uk.  |
| **Prevent Online Training** |
| All staff should complete the short Home Office Prevent awareness e-learning course and volunteers where appropriate should be encouraged to complete this course.[Home Office Prevent Awareness e-learning course](https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal) |