



KING'S SPACE

Your venue. Your event. Your way.

Evidence required by the provider for the Venue.

1. Full names of all staff/volunteers/coaches present during the hire period.
2. A clear head shot photograph of all staff/volunteers/coaches who will be present during the hire period.
3. Enhanced DBS certificate numbers, issue dates and expiry dates if applicable as staff may be auto enrol.
4. Copy of your complaints policy & procedure, whistleblowing policy.
5. Copy of your child protection and safeguarding policy
6. Copy of your Safeguarding reporting policy i.e. (DSL type person) Designated safeguarding leader/Welfare officer and contact information of the DSL/WFO (email & contact number for reporting)
7. Copy of a risk assessment for your event taking place at the venue to include fire evacuation plan, emergency action plan.
8. Paediatric certification evidence of first aid training if working with under 5 years of age (if applicable).
9. GDPR compliant paper registration forms or digital software please advise which one you use. Confirmation that your club/organisation hold contact details for parents/guardians including medical details students/participants. You hold this information (king's space need to know what procedures you have in place to support the above request, the venue manager for King's space will spot check and require a visual of your registration procedures.
10. Confirmation of all annual training & copies of the staff personal certification including dates when training was undertaken for and where applicable (safeguarding, paediatric training, health & safety, pool training etc)
11. Copy of your Public liability insurance.
12. PPL licence – Phonographic Performance Limited (if applicable)
13. PRS Licence – Performing rights society. (if applicable)
14. Venue Manager contact details: tracyelliott@kingschester.co.uk
Contact direct on 01244 689510