



KING'S SPACE

Your venue. Your event. Your way.

Evidence required by the provider for the Venue to hire the school facilities.

1. Full names of all staff/volunteers/coaches present during the hire period. Two forms of ID will be required as evidence for each person i.e. driving licence & passport
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 (King's) to include fire evacuation plan, emergency action plan covering lockdown procedure.
8. Paediatric certification evidence of first aid training if working with under 5 years of age (if applicable).
9. GDPR compliant – do you have 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 needs to know/see 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. Copies of all annual training of the staff/coaches, personal certification showing dates when the training was undertaken to support them to be qualified in the activity of the club/organisation, e.g. (safeguarding, first aid, defibrillator, paediatric training, health & safety, pool training, lifeguard etc)
11. Copy of your Public liability insurance in date to cover your hire period.
12. PPL licence – Phonographic Performance Limited (if applicable)
13. PRS Licence – Performing rights society. (if applicable)

Venue Manager - tracyelliott@kingschester.co.uk

Contact direct - 01244 689510

King's Space Ltd | Wrexham Road | Chester | CH4 7QL | 112024



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14. *NB -Contract/s of hire will not be released until all documentation has been received and checked by the Venue Manager.

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