

**EVENT APPROVAL REQUEST**

Revised May 2021

1. See notes below for full explanation.

2. Submit this form in MSWord (not pdf) to [senior.tutor@hughes.cam.ac.uk](mailto:senior.tutor@hughes.cam.ac.uk) at least 7 days before any proposed event for which you are asked to complete the form.

3. Hughes Hall reserves the right to seek further information, to stipulate conditions, or to decline a request submitted late. Events should not be publicised before approval is granted, so you are strongly advised to submit the form as early as possible.

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| --- | --- | --- |
| Title of Event |  | |
| Date, Time and  Location |  | |
| Event organiser, with email & phone no |  | |
| All speakers, contact details & affiliation |  | |
| Internal org­anis­ation(s) represented |  | |
| External org­anis­ation(s) represented |  | |
| Any sponsorship, including for publicity |  | |
| If open, proposed publicity |  | |
| Any media invited or anticipated? |  | |
| If closed, nature of group invited |  | |
| Responsible person to be present throughout |  | |
|  | College students |  |
| Projected profile and | College seniors |  |
| number of attendees | University members |  |
|  | External visitors |  |

|  |  |
| --- | --- |
|  | **Description of event, including title/theme of any talks** |

|  |  |
| --- | --- |
| Organiser’s statement | I will ensure that this event conforms to the Hughes Hall statement on freedom of speech. I will immediately notify the Senior Tutor of any changes to these details, and accept that any false information may result in disciplinary action.  I will accept any conditions proposed, or not proceed with the event. I or the ‘responsible person’ noted above will be present throughout the event. |
| Signature and Date |  |

|  |  |
| --- | --- |
| Senior Tutor’s Assessment and Decision |  |
| Signature and Date |  |

**MANAGEMENT OF EVENTS**

1. This procedure deals with both risk assessment and management of various college events, especially those which include external speakers and/or attendees. Note:

* ‘external’ means anyone who is not a member of Cambridge University or one of its colleges
* private meetings of senior members or college-approved events like dinners and concerts are not normally included – if in doubt, check with the Senior Tutor

1. It also demonstrates Hughes Hall’s compliance with the legal duties set out in the *Counter-Terrorism and Security Act 2015* and the *Prevent* duty guidance issued by government.
2. Hughes Hall is strongly committed to the principle of freedom of speech. Every event organiser must ensure that their event complies with the [University’s Statement on Freedom of Speech](https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-statement-freedom-speech), which the College has adopted.
3. The organiser of a proposed event which meets any of the following criteria may be asked to submit an Event Approval Request form:

* invitation given to one or more external participant(s)
* publicity or invitations sent beyond Cambridge University
* expectation of more than 30 attendees (unless the event is for Hughes Hall students only and approved by the MCR committee)
* concern expressed by the Conference Office or the Senior Tutor

1. The organiser of any such event must submit an Event Approval Request form to the Senior Tutor at least 7 days before the proposed date. Hughes Hall reserves the right to decline late requests.
2. No event should be publicised before approval is granted, so it is in the organiser’s interest to request approval well in advance of the proposed date.
3. The Senior Tutor will assess the proposed event in light of legislation and guidance, and will authorise it as proposed, or authorise it with conditions, or decline the request.
4. Hughes Hall reserves the right to review its decision if the organiser does not communicate changes of plan to the Senior Tutor, and to cancel an event, even at the last minute, if it becomes aware of significant unauthorised changes.
5. The conditions which may be required include:

* change of time or location
* limits on attendance or activities
* provision of a chairperson or additional contributor(s) with alternative perspective(s)
* presence of Hughes Hall senior members or staff

1. The reasons for declining an event include:

* speakers who may promote violence directly or indirectly, or who may advance radicalisation as defined in the college’s statement on freedom of speech
* risks to participants and/or observers which cannot be sufficiently mitigated by reasonable measures

1. If a booking is declined, or is only permitted with conditions, you may appeal to the Bursar indicating clearly why you consider the Senior Tutor’s reasoning to be inappropriate. The Bursar’s decision is final.