

EVENT VENUE CHECKLIST (2018)

Factors to Consider in Venue Selection

Below are some critical questions you should ask of venue managers to make sure the venue you choose for your next event will be the right fit. Selecting the right venue is of the utmost importance when it comes to the overall attendee experience.

- AVAILABILITY** (Date and time)
 1. Is the space available on the desired date and time?
 2. How much notice is required and is there any fee/penalty charged, if you wish to change the date and time?

- LOCATION AND ACCESSIBILITY** (How will attendees get there and how will traffic flow?)
 3. Is the venue convenient for guests in regard to travel and accessibility?

- SPACES AND FACILITIES** (Analyze the details and needs of your event for best venue selection)
 4. Do you have exclusive use of your space? If not, who will be using the other space(s)/rooms?
 5. What measures does a venue implement to prevent guests from going into each other's spaces (E.g. venue security monitors spaces, etc.)?
 6. If there is more than one event booked for the same time/date, will all spaces be sharing same washroom facilities?
 7. Would it be possible to designate washroom facilities for your guests only?
 8. Are there separate spaces for all the different types of activities (eating, dancing, registration, guest check-in, etc.)?
 9. Are there guest minimums and, if so, what are they?
 10. Are you allowed to reduce the number of guests without any penalty? How much notice is required?
 11. If a change of space is required, will a venue manager obtain your prior written consent before any change occurs?
 12. Does the venue have a coat check? How is it staffed? What are the costs?

- PRICE AND COSTS** (There are many costs in an event venue and you need to be clear on all of them)
 13. How much does it cost to use the venue/space? What is included in the venue/space rate?
 14. Are there any staffing charges, administrative fees, etc. on top of the venue/space rate?
 15. What is the cost difference between weekday or weekend event? Does a venue offer any packages?
 16. Are there any minimum payments?

- CANCELLATION** (Try to mitigate any cancellation charges)
 17. Is the deposit refundable in full if the event is cancelled by the venue?
 18. Is the deposit refundable if the event is cancelled by you?
 19. What is the process if you need to make a last minute cancellation?

- VENUE STAFF** (You want venue staff to be polite, welcoming, efficient, helpful and look in control)
 20. How is staffing determined for an event?
 21. Will there be maintenance/housekeeping support during an event?

- VENUE POLICIES AND RESTRICTIONS**
 22. What are the venue's policies and contractual language on refunds; liability in case of cancellation; guarantees; damage; force majeure (E.g. bad weather, power outage, strike, etc.); termination, etc.?
 23. Are there any restrictions that you should be aware of when renting the space?
 24. Does the venue reserve the right to use photos, video or other forms of media of your event and guests for its promotional use?

- SERVICES** (Discuss the bottom line you need to pay and exactly what the venue is willing to provide within this baseline figure)
 25. Does the venue have on-site catering and preferred vendors and, if so, what are the specialties and menus?
 26. Are there food and beverage minimums and, if so, what are they?
 27. Does the venue allow outside vendors (e.g. DJ, security, catering services, etc.) and what is the surcharge, if any, for using outside vendors?
 28. Does the venue provide security personnel for its guests and at what costs?
 29. Does the venue have shipping or receiving services? Is there a drop off/pick-up area?
 30. Does the venue allow for event signage or displays?

VENUE REPUTATION

- 31. Has the venue had any recent issues that would cause an event planner to think twice about booking there?
- 32. Does the venue have any reviews or customer feedback posted online?

AV (AUDIO/VIDEO) AND ACOUSTICS

- 33. How is the space wired for audio visual equipment, and what kind of audio visual equipment is available (and if yes, what is the additional cost)? Can you bring in your own speakers/AV equipment?
- 34. Is there a stage, podium and lighting?
- 35. Will there be maintenance support for the AV equipment?
- 36. Are there time/volume restrictions for amplified sound day or night?

PARKING

- 37. Is there ample parking for your guests? What are the costs?

INSURANCE

- 38. Does the venue require a certificate of insurance?