# Venue inspection checklist

Take this checklist on your site visit. Ask each question while you stand in the room, and note the answer in the venue's own words. Photograph the loading point, the room and the kitchen.

## Visit details

| | |
|---|---|
| **Venue name** | |
| **Address and postcode** | |
| **Date of visit** | |
| **Venue contact and phone** | |
| **Visited by** | |
| **Event date and guest numbers** | |

## Rooms and capacity

| Check | Yes / No | Notes |
|---|---|---|
| Room size in metres, and ceiling height | | |
| Capacity for your layout: dinner, theatre, cabaret or reception | | |
| Pillars, low beams or fixed furniture that limit the layout | | |
| Floor type, and any rules on floor protection | | |
| A space for a bar, a stage or a dance floor | | |
| Breakout rooms, a green room or a cloakroom | | |

## Access and deliveries

| Check | Yes / No | Notes |
|---|---|---|
| Loading bay, or kerb or street parking for suppliers | | |
| Step-free route from the vehicle to the room | | |
| Stairs between the vehicle and the room, and a goods lift | | |
| Narrowest doorway width on the route | | |
| Clean Air Zone or restricted vehicle access | | |
| Delivery and collection times the venue allows | | |
| Somewhere to store hired items before and after the event | | |

## Power, lighting and AV

| Check | Yes / No | Notes |
|---|---|---|
| Number and position of sockets in the room | | |
| Power supply for catering equipment, and who to ask about loads | | |
| House lighting controls and dimming | | |
| Built-in PA, screens, projectors and microphones | | |
| Wifi speed and a password for guests | | |
| Mobile signal in the room | | |

## Kitchen and catering

| Check | Yes / No | Notes |
|---|---|---|
| In-house caterer only, or outside caterers allowed | | |
| Kitchen equipment: ovens, hobs, fridges, sinks | | |
| Hot cupboards or a servery | | |
| Water supply and drainage near the serving area | | |
| Bar licence, and corkage if you bring your own drinks | | |
| Waste: bins, recycling and who removes it | | |

## Guests and accessibility

| Check | Yes / No | Notes |
|---|---|---|
| Step-free entrance and step-free route to every space guests use | | |
| Accessible toilets, and how many toilets in total | | |
| Hearing loop | | |
| Lifts big enough for a wheelchair | | |
| Accessible parking bays close to the entrance | | |
| Public transport links, taxi pick-up point | | |

## Safety

| Check | Yes / No | Notes |
|---|---|---|
| Fire exits and assembly point | | |
| Maximum numbers for each room on the fire certificate | | |

| Check | Yes / No | Notes |
|---|---|---|
| First aid kit and trained first aiders | | |
| Venue risk assessment for your type of event | | |
| Rules on candles, naked flames and smoke machines | | |
| Public liability insurance level the venue asks suppliers to hold | | |

## Rules and timings

| Check | Yes / No | Notes |
|---|---|---|
| Earliest access for set-up and latest finish for breakdown | | |
| Music and noise curfew | | |
| Rules on decorations: tape, pins, confetti, hanging items | | |
| Other events in the venue on the same day | | |
| Venue staff on duty during your event | | |

## Costs and contract

| Check | Yes / No | Notes |
|---|---|---|
| What the hire fee includes: furniture, linen, staff, cleaning | | |
| Deposit, payment dates and cancellation terms | | |
| Extra charges: overtime, security, cleaning, damage | | |
| Minimum spend or minimum numbers | | |

## Overall

| | |
|---|---|
| **Score out of 10** | |
| **Biggest worry** | |
| **Questions to send the venue** | |
| **Book it?** | |

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