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## Venue Selection

When comparing venues it's important to understand their offer to compare venues with venues. Make a note of the things that are most important to you and rate the venue against these.

Make notes of other important issues with a rating too such as:

- Condition of carpet paint and decor – Poor, Average, Excellent
- Condition of any equipment included i.e. tables, chairs
- Proximity and condition of toilets (you'd be surprised)
- Any visual obstructions in the room
- Lighting control
- Noise
- Proximity of parking and public transport

If you've chosen a caterer it's invaluable to visit venues with them as they will be able to explain the service styles achievable within the space and alert you to any additional costs that may be needed. If you haven't chosen a caterer please give us a call as we may be able to help over the phone.

## Questions to ask your venues:

1. How is the space usually used for an event like yours? What is the layout?
2. What is the hire period? (Some are 24 hours, others may be less)
3. Venue hireage: Ask for a breakdown of what the hireage costs include and a list of any ancillary charges. Some venues include equipment like tables and chairs plus compulsory charges such as cleaning, security and electricity in their hireage, others will charge for these separately.
4. Is there parking? Where is the nearest parking?
5. Where is nearest public transport?
6. Kitchen space: Is there one and what equipment would a caterer need to bring? If there is no kitchen, where do caterers normally set up and serve from?
7. Bar Space: Is there a bar and what equipment would a caterer need to bring?
8. Can you bring your own caterer?
9. Are there any restrictions on displaying banners, signage, promotional material?
10. Does the room have enough space for everything you'll need? i.e. a dancefloor, bar set up, stage, lighting rigging or any other entertainment space needed? Ask for a floorplan including all the activities plus kitchen and bar space you'll need.
11. What shape and capacity are provided tables? Can you view the tables and chairs?
12. What corkage do they charge?
13. Is AV included and how much if additional? Ask for an equipment list.
14. Is there a rain contingency for outdoor venues?
15. Is there wheelchair access? And disabled bathrooms?
16. Do you provide coatrails and hangers?
17. What is your cancellation policy?

AND REMEMBER TO TAKE PLENTY OF PHOTOS!