

## VENUE QUESTIONS

### GENERAL RULES & GUIDELINES

- ✓ How large is the overall space and smaller function spaces -can it accommodate our group size? Review spaces with “air walls” that can be divided into smaller spaces
- ✓ Are there any spaces that would serve as “rain backup” if the weather does not cooperate? This will affect registration/entrance as well as any outdoor games/activities (inflatables)
- ✓ May we include any outdoor spaces as part of the event and if so, is there a way to enclose those spaces, such as perimeter fencing. Can the venue provide a perimeter?
- ✓ What parking is available, and are there any associated costs?
- ✓ Is the venue wheelchair accessible?
- ✓ Are there any bylaws/rules or restrictions that we need to be aware of such as surrounding traffic, parking, noise, and can we control access or man all entrances and exits?
- ✓ How late can the event go? Sometimes additional charges apply to late night/early am events
- ✓ Are there any exclusive or preferred supplier contracts? For example, some venues have a list of preferred suppliers or hold exclusive contracts with suppliers including caterers, audio visual (sound & lighting) or security firms and you must use those suppliers for your event
- ✓ Are there any rules/restrictions on what can and cannot be brought into the venue, including food & beverage (items such as bottled water can be very expensive to purchase from venue/ caterer, providing your own can save in cost), candles with open flames, etc.
- ✓ Does the venue have storage and/or refrigeration facilities that can be used for incoming items, and can items be brought in prior to the event date if required?
- ✓ What coverage is supplied under your venue insurance, and what additional event or liability insurance do we need to secure? Ask for a copy of their insurance or a written certificate outlining what is/isn't covered – offer to provide your event liability or society insurance certificate once it's available
- ✓ Are there any rules about rigging or hanging signage, decorations, taping walls, dropping balloons or scattering confetti?
- ✓ Are there any additional permits we need to provide?

### FACILITY & AMENITIES

- ✓ Is there wireless available in all or any of the spaces?
- ✓ Is there an existing stage and/or dance floor, or do we need to provide them?

- ✓ Are there additional rooms that might be used for volunteers, wellness & rest, performers/suppliers, and can this be included in the price of the venue space?
- ✓ Is there an existing sound system and in what space (s) is it available? There may be a number of activities going on simultaneously, so sound overlap is a consideration
- ✓ Is there any existing seating/tables, if not, how many dining/buffet tables can be accommodated and in what spaces?
- ✓ What washroom, coat check, garbage and recycling facilities are available?
- ✓ What is in place for first aid, evacuation/emergency plans etc.

## **CONTRACTS & COSTS**

- ✓ Will you be personally handling our event? If not, who will be our main contact person, what is their direct contact information, including a cell phone number?
- ✓ May we see a copy of your standard contract?
- ✓ What is the rental cost for the venue and are there any other additional costs associated with rental. What is included in the rental fee, what is not included?
- ✓ Are there any complimentary products/services included in the contract or available at no extra charge? Some venues stock a limited supply of linens, or have an onsite sound & lighting technician. Some activities & rentals such as swimming, and hockey/tennis equipment in a leisure centre may be included with a venue rental.
- ✓ Are there additional fees, including janitorial or cleaning costs, SOCAN fees (music licensing), staff overtime charges if the event runs over the scheduled time?
- ✓ Do you require a deposit in order to hold the date for our event, and if so, how much of a deposit and when is it due? When would the balance owing be due? What is your cancellation policy?
- ✓ Is there a discount applicable if we pay by cash or cheque, rather than by credit card?

### **Try to provide the following event details to the venue; it will assist them in quoting:**

- ✓ The event date/timing
- ✓ The group size ( the size of grad class plus 10-15% extra for guests)
- ✓ The approximate number of onsite volunteers and suppliers (allow 25-30 for a group of 200, or 15% of the total guest number)