
Venue Inspection Notes

Venue: Contact Person: Email Address: Notes	Contact Number: Mobile Number: Venue Hire Cost:
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<p>Important questions to ask each venue:</p> <ol style="list-style-type: none">1) What will people do with their coats ?2) Are there enough toilets for the people attending?3) Are there any functions going on before you ?4) Where can the people park?5) What is going to be set up for you?6) What additional costs are there ? (i.e. tables, linen, chairs.)7) What is include in the venue hire fee? (i.e. dance floor, security)	
