



# Event Venue Template

Venue Details	
Name	
Address	
Point of contact	
Contact phone 1	
Contact phone 2	
Email	
Fax	

Venue Capacity			
Areas	Capacity	Available on date of event? (Y/N)	Notes
Area 1			
Area 2			
Area 3			

Venue Parking	
Capacity	
Location	
Valet parking (Y/N)	
Fees	



Additional Venue Services			
Service	Availability (Y/N)	Fee	Notes
Staging equipment			
Catering			
Beverages			
Setup			
Teardown			

Venue Policies	
Noise	
Pyrotechnics	
Pets	
Additional notes	

Certifications, licenses, and permits	Issued by	Additional notes