**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** |
|  |  |  |
|  |  |  |
|  |  |  |

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