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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	

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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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