



Event Venue Template

Venue details	
Name	
Address	
Point of contact	
Contact phone 1	
Contact phone 2	
Email	

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			
Furniture			
In-house catering			
Bar services			
Guest services			
Restroom facilities			
Event setup			
Teardown			

Venue policies	
Booking	
Pyrotechnics	
Liquor laws	
Pets	
Decoration restrictions	
Cancellation	
Overtime rate	
Additional notes	



Certifications, licenses, and permits	Issued by	Additional notes