

Venue Name:

Venue Location:

Rating of the space: 1, 2, 3, 4, 5	Yes?	No?	Extra Comments
Indoor?			
- Private or public?			
- Size/ Low or high ceilings			
- How many rooms?			
- Type of walls			
- Type of flooring (carpet, hardwood, tile)			
- Carpeting, hardwood or tile			
- AV equipment available?			
- Cost of rental?			
- Kitchen (additional costs)			
- Food okay?			
- Garbage (What do we do with it)?			
- Bouncy houses okay?			
- Parking			
- Smoke free?			
- Any other additional costs?			
Outdoor?			
- Private or Public?			
- Parking			
- Load in (zone or dock, ramps or stairs)			
- Address of parking zones			
- Distance of parking zone to venue			
- Turf or hardscape			
- Shade			
- Wind			
- Play structure or not?			
- Tables or chairs			
- Bouncy houses okay?			
- Animals okay?			
- Food okay?			
- Insurance or permits?			
- Garbage (What do we do with it)?			
- Smoke Free?			
Amenities?			
- Power? Power access for crafts & vendors?			
- Water?			

- Restrooms (public or private)			
- Linens			
- Baby Changing Station?			
Decorations?			
- Allowed?			
- Rules (yes or no on tape, balloons etc...)?			
- Usable Trees?			
- Will wind disrupt?			
- Type of ground (stakes)?			
- Tents and umbrellas?			
- Centerpieces (weighted or not)?			
Extra Notes?			
- How easy is the venue to find?			
- Overall look and feel			
- Curfews?			
Ideas for Parties?			