

VENUE WORKSHEET

Venue:
ADDRESS: _____

Phone: () _____
() _____
WEBSITE: _____

OCCUPANCY: _____
OTHER NOTES: _____

EMAIL: _____

- 1) LOCATION:
 - Is it easy to get to this venue? Y / N
 - In a centralized area?(Such as Downtown) Y / N
 - Is it a safe area (Shootings, etc.)? Y / N
 - Does it have off-duty officers? Y / N
 - Are the parking areas secure and safe? Y / N
 - Average cost of parking? \$
 - Free valet parking? If not, cost? Y / N
 - Sufficient parking for your crowd?
Extremely Important

NOTES:

- 2) VENUE:
 - Hours of Operation: _____
 - Ages? 18+/ 21+/Teen Night: _____
 - Cost to use venue: _____
 - Venue's online Rep? (Scams, Bad Rap, etc.): _____
 - Cover Charge: _____
 - Theme Nights: Mon: Tue: Wed: Thurs:
Fri: Sat: Sun:
 - Busiest Night:
 - Drink Specials: Mon: Tue: Wed: Thurs:
Fri: Sat: Sun:
 - VIP Bottle Specials: Mon: Tue: Wed: Thurs:
Fri: Sat: Sun:

Working Kitchen: Y / N
Food Available: Y / N

Presentation of Venue:

Interior design, flow, wear and tear
Exterior appeal, cleanliness, and lighting?
VIP area clean, well-maintained, furniture, etc.?
Equipment (sound, lighting, DJ plug-ins, etc.)?
Extras: Photographers, dancers, flowers, etc.?
Deposit for Venu:
Permits, licenses, fees etc:
Flexibility of Owner for negotiations?
Other Notes: