

VENUE CHECKLIST

Venue address

Hotel group?

Telephone:

Date of 1st contact

Contact name

Location map available? ☐

N.H.B.C. event:

Function Name:

Room layout:

Boardroom

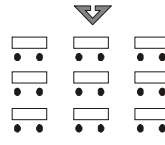
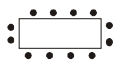
Open
Boardroom

Theatre

Schoolroom

Horseshoe
with tables

Horseshoe
no tables



Capacity:

Needed

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.....

.....

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Capable

.....

.....

.....

.....

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Location of room:

GF ☐

Above GF

☐

Below GF

☐

Access to room:

Stairs or steps en route:

Wide

☐

Narrow

☐

Doors en route:

Wide

☐

Narrow

☐

Corridors en route:

Straight

☐

Turns

☐

Loading from vehicle?

Under cover ☐

No cover ☐

Otherwise:

Excellent ☐

Fair ☐

Poor ☐

Natural light?

None ☐

Windows 1 side ☐

2 sides ☐

3 sides ☐

4 sides ☐

Roof lights ☐

Any windows facing EAST

☐

(Problems on very sunny mornings with glare)

Artificial lights?

Fluorescent ☐

Tungsten

☐

Spots fixed ☐

Spots swivel ☐

Spots adjustable track

☐

Ornamental chandeliers

☐

Switches?

Dimmers ☐

Lectern controls ☐

Otherwise in room ☐

Outside room ☐

Control room ☐

Blackout? (windows & roof lights) 100% ☐

75% ☐

50% ☐

25% ☐

Nil ☐

Ceiling height?..... ft/m

(100% necessary for 35mm slides. At least 25% room darkening useful for OHP)

Any obstruction to view or to projector beam (hanging lights, low beams?).....

Heating?

Radiators ☐

Fans ☐

Gas portable ☐

Heating controls?

Good ☐

Fair ☐

Poor ☐

Road noise when open?

Acceptable ☐

NOT acceptable ☐

None (not near road)

☐

Air conditioning ☐

A/C fans noise (run them during vetting):

High ☐

Medium ☐

Low ☐

Kitchen / catering: Too close/noisy with respect to location of function room ☐ Not a problem ☐

Dining: In meeting room ☐

Separate from meeting room ☐ but, Close ☐

Not close ☐

Licensed bar? ☐

If any meals served in function room, will clearing up be done ONLY during breaks? Yes ☐ No ☐

Floor covering:

Wood ☐

Plastic ☐

Carpet ☐

Furniture: Chairs:

Hard ☐

Soft ☐

Arms ☐

No arms ☐

Normal height ☐

Easy-chair height ☐

Tables suitable for function?

Good ☐

Fair ☐

Poor ☐

Table cloths available?

Yes ☐

No ☐

Table extras included in price?

Top table – Water + glasses ☐

Cordials ☐

Sweets ☐

Gavel + block ☐

Delegates – Water + glasses ☐

Cordials ☐

Sweets ☐

Toilets: Excellent ☐

Fair ☐

Poor ☐

Proximity to meeting room:

Close ☐

Not close ☐

Outside ☐

Car parking off road:

Cars ☐

How many. Car + trailer Yes ☐

No ☐

Height restriction? ft/m

Rates:**Daily delegate rate (DDR):** £.....

(includes: Morning coffee ☐ Lunch ☐ Afternoon tea ☐ Hire of meeting room: ☐
35mm projector ☐ OHP ☐ 16mm cine proj ☐ Flipchart & easel ☐
Lunch = Sit-down meal ☐ Finger buffet ☐ Fork buffet ☐ and includes: Sweet ☐ Coffee ☐

24 hour delegate rate: £.....

(includes all daily delegate rate features + bed, breakfast and evening meal)

Separate rates: (for rooms, assumes bath or shower included)

B/Br* (single) £..... B/Br/EM* (single) £..... Br (E) £..... Br (C) £.....
B/Br* (double /twin) £..... B/Br/EM* (double/twin) £..... Dinner (alc) £.....
Tea/coffee making in room ☐ Colour TV ☐ B&W TV ☐ Trouser press ☐ Hair dryer ☐
Separate MEETING ROOM hire rate (if not opting for all-in “DDR” or “24 hr” rates)
Name of room..... 9-5 rate £..... AM/PM/Evening rate £.....

Builders: None on site at time of booking ☐ Promised none on site at time of function ☐**NOTES:** (Name of venue **FUNCTIONS SUPERVISOR on the day**).....)

(If vetting a venue for the Training Department, a rough sketch – separate sheet? – of the room shape and dims together with an indication of door, window, power sockets and lights positions, will be helpful).

On the day venue check list

Check planned meals arrangements and timings with venue staff.

V/a equip check: All working? ☐ Projectors registered on screens ☐ Spare bulbs available ☐
Room checks: Ventilation before meeting ☐ Heating ☐ Cooling ☐ Blackout (if required) ☐
Seating: Correct number ☐ Can all delegates see screens? ☐
Speakers: Water + glasses ☐ Pens, pointers etc. for visual aids ☐ Rehearse equipment ☐
Means of escape (Check personally): Walk complete route, checking for temporary obstructions ☐
Find out and announce to delegates the fire instructions and assembly point ☐

Lunchtime break check list:

Drinks + glasses renewed? ☐ Ashtrays cleaned ☐
MoE still OK (10 mins before afternoon start)? ☐