Venue tour: 25 questions

Tick as you go · the online version saves your progress

Capacity & layout

- [ ] Posted occupant load?
- [ ] Seated capacity with dance floor and stage?
- [ ] Scaled floor plan with dimensions?
- [ ] Ceiling height at the lowest point?
- [ ] Certified rigging points and who signs off?

Money

- [ ] Minimum spend — does it include HST and gratuity?
- [ ] Deposit and cancellation schedule?
- [ ] Charges for load-in days, overtime, cleaning?

Food & bar

- [ ] In-house, preferred list, or bring your own?
- [ ] Corkage / landmark fees?
- [ ] Licensed, or SOP needed?

Technical

- [ ] Power available and panel locations?
- [ ] Sound limits or curfews?
- [ ] Open flame / pyro with permit?
- [ ] Green room with mirror and lock?

Logistics

- [ ] Load-in route, dock, elevator size, times?
- [ ] Parking count and cost; nearest transit?
- [ ] Wheelchair accessible incl. washrooms and stage?
- [ ] Rain backup for outdoor spaces?
- [ ] On-site contact on the day, until when?

Contract

- [ ] Sample contract now?
- [ ] Insurance required from us and vendors?
- [ ] Exclusive vendors?

- [ ] What if the venue double-books or renovates?
- [ ] Can we hold the date, how long?