## Indoor Venue Checklist template

This Indoor Venue Checklist template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Indoor Venue Checklist template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

Take this checklist with you when visiting potential venues for your event.

|  |  |
| --- | --- |
| Venue name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Website |  |
| Contact person |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Feature | Requirements | Availability | Cost |
| Main room capacity seating |  |  |  |
| Number of rooms |  |  |  |
| Power points |  |  |  |
| Catering facilities |  |  |  |
| Toilets |  |  |  |
| Parking |  |  |  |
| Disability access |  |  |  |
| Stage |  |  |  |
| Chairs, tables |  |  |  |
| Cooking equipment |  |  |  |
| Sound system |  |  |  |
| AV equipment |  |  |  |
| Recording equipment |  |  |  |
| Lighting |  |  |  |
| Security  |  |  |  |
| Catering  |  |  |  |
| Waiters |  |  |  |
| First aid |  |  |  |
| Cleaning  |  |  |  |
| Liquor licence  |  |  |  |
| Liability insurance  |  |  |  |
| Event permits  |  |  |  |
| Catering permits  |  |  |  |
| Other |  |  |  |

|  |  |
| --- | --- |
| Quote | $ |
| Site rental |  |
| Catering |  |
| Staffing |  |
| Equipment |  |
| Other |  |
| **Total Cost** |  |
| Deposit |  |

|  |  |
| --- | --- |
| Miscellaneous | $ |
| Booking deadlines |  |
| Deposit deadlines |  |
| Set-up time |  |
| References from previous events? |  |
| Cancellation penalty |  |
| Acoustics |  |
| Ambience |  |
| Other restrictions or conditions |  |
| General comments |  |
| Acceptable/Not acceptable |  |
| Researched by  |  |