

Venue checklist

Venue

Contact name and number

Is this an existing venue or a new venue?

Item	Date	Notes
Maximum number of people		
Access to building <ul style="list-style-type: none"> - caretaker - key holder - other 		
Safe access including for members with mobility issues		
Lighting <ul style="list-style-type: none"> - external - internal - emergency 		
Heating and ventilation		
Toilet facilities		
Disabled toilet		
Kitchen facilities <ul style="list-style-type: none"> - drinking water - food preparation - cooking 		
Emergency exits		

Item	Date	Notes
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Fire extinguishers, smoke, heat and CO ₂ detectors maintained and in date		
Trip hazards		
Electrical equipment PAT safe and maintained		
Mobile phone signal and or landline		
First aid kit available		
Public liability insurance		
Car parking		
Expectations for cleaning, tidying at end of use		
Availability of suitable tables and chairs and its storage		
Setting up and tidying away of tables and chairs		

Please include any additional information on a separate sheet of paper.

Completed by

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Role

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Role