

Venue Name		Web Address:		
		Email:		
		Phone:		
Hire Costs	Standard Rate	Hall	Mtg Rm 1	Mtg Rm 2
	Charity Rate?	No current charity rates set		
Contact Name			Phone	
			Mobile	
Opening Hours				
Criteria	Yes?	Remarks		
Risk assessment?				
Public liability insurance?				
Fire regulations displayed?				
First Aid?				
Maximum number seated?				
Number of chairs available in hall				
Table spaces additionally?				
Stage?				
CCTV security?				
On ground floor?				
Access via lift?				
Is it on a bus route?				
Frequency?				
Disabled access?				
Adequate car parking on-site?				
Overspill parking nearby?				
Daylight?				
Blackout curtains?				
Pre-arranged staff set-up & clear-down?				
Use of kitchen/crockery/cutlery?				
Staffed kitchen?				
Licensed bar?				
On-site caretaker?				
Can anything be put on walls?				
PA?				
Projector?				
Screen?				
Wi-Fi?				
Hearing loop?				
Rooms for committee and interest groups meetings?				
Lighting & heating?				
Secure storage?				
Power sockets?				
Toilets?		Male Y	Female Y	Disabled Y
Additional information				