CHECKLIST

Guest Parking Checklist for Your Venue Hire

- [ ] Ask the venue how many parking spaces are included in your hire
- [ ] Check whether disabled bays are available and reserve them for guests who need them
- [ ] Visit nearby public car parks at the same time and day as your event
- [ ] Photograph parking restriction signs on surrounding streets
- [ ] Measure walking times from overflow car parks to the venue entrance
- [ ] Write directions that include the postcode of the parking entrance
- [ ] Send parking instructions with your invitation and again one week before
- [ ] Arrange someone to direct cars on the day and keep the entrance clear