



CHECKLIST

Venue Contract Review Checklist

- ☐ Read the cancellation policy and note the refund deadlines

- ☐ Confirm who pays for damage and whether you need insurance

- ☐ Check what the deposit covers and when the balance is due

- ☐ Verify the capacity stated in the contract matches your planned layout

- ☐ Clarify restrictions on suppliers, catering and entertainment

- ☐ Request additional setup or clearing time if you need it

- ☐ Identify any clause that lets the venue change terms without notice

- ☐ Ask for written confirmation of any verbal promises made during your viewing
