CHECKLIST

Venue decoration compliance checklist

- [ ] Read the decoration and damage sections of the hire contract before signing
- [ ] Email the venue with specific questions about anything the contract does not cover
- [ ] Wait for written permission and save the reply with your contract
- [ ] Choose freestanding or tied decorations where fixing to surfaces is banned
- [ ] Replace real candles with battery-operated LED alternatives
- [ ] Photograph walls and floors before you start decorating
- [ ] Schedule enough setup time to decorate without using banned shortcuts
- [ ] Walk the venue with the manager at the end and agree the condition in writing
- [ ] Keep all photographs and signed notes in case of a deposit dispute