CHECKLIST

Venue Damage Prevention Checklist

- [ ] Photograph the venue at handover and before you leave
- [ ] Brief guests on venue rules before the event starts
- [ ] Supervise activities that carry higher risk of damage
- [ ] Use protective coverings where spillages or staining could occur
- [ ] Check that your suppliers carry public liability insurance
- [ ] Report any damage to the venue manager immediately
- [ ] Read the damage clause in your contract before signing
- [ ] Arrange prompt removal of decorations and hired equipment