CHECKLIST

Insurance Checklist for Venue Hire

- [ ] Read the venue contract to identify what their insurance covers and what you must insure
- [ ] Ask your existing insurer whether your policy extends to hired venues and public liability
- [ ] Compare single-event policies from at least two insurers and check exclusions and limits
- [ ] Decide whether cancellation insurance is worth the cost by comparing the policy price to your non-refundable expenses
- [ ] Declare everything accurately on your insurance application, including guest numbers and alcohol
- [ ] Confirm in writing with the venue that your insurance meets their requirements before paying a deposit
- [ ] Take photos of the venue before your event starts and again after you finish
- [ ] Keep receipts, contracts and proof of cover together in case you need to make a claim