CHECKLIST

Venue Deposit Checklist: Protect Your Payment Before You Book

- [ ] Read the full deposit clause and note which type of deposit you're paying
- [ ] Identify the cancellation notice periods and mark them in your calendar
- [ ] Confirm the refund timeline and method in writing
- [ ] Pay by credit card if the deposit amount allows
- [ ] Ask whether the venue holds deposits in a separate client account
- [ ] Request an itemised receipt showing deposit type and refund conditions
- [ ] Check what happens to your deposit if the venue cancels
- [ ] Photograph the venue before your event to record its condition