



CHECKLIST

Your venue cancellation action checklist

- ☐ Write to the venue immediately requesting a full refund of all payments

- ☐ Contact your payment provider if the venue refuses to refund

- ☐ Call community venues and dry hire spaces that handle short-notice bookings

- ☐ Visit any available venue the same day and be ready to confirm on the spot

- ☐ Inform your guests as soon as you have secured a replacement space

- ☐ Check that future venue contracts include fair cancellation terms for both parties

- ☐ Take out event insurance before you pay deposits to other suppliers
