



End-of-Year Venue Hire Checklist

20 Questions Before You Book

Use this checklist when you call or visit venues. Tick each item as you confirm it to avoid surprises when you book your end of year dinner venue in Perth.

- 1) Is my preferred date available and how long will you hold a tentative booking before deposit?
- 2) What is the venue's maximum & minimum capacity for sit-down dinner vs cocktail?
- 3) What happens if fewer guests show than booked?
- 4) Do you provide in-house catering / can we bring external caterers?
- 5) Can you provide sample menus and pricing per person?
- 6) What's covered in the quoted price? And what costs extra?
- 7) What payment terms & deposit schedule apply?
- 8) Are drinks included or is there an in-house bar / corkage policy?
- 9) What AV and microphone/sound setup is included? Any extra costs?
- 10) What are the setup and pack-down times? Is overtime charged?
- 11) Will the venue provide photos or a video walkthrough — or can we schedule a site visit?
- 12) Is there on-site parking? How many spaces?
- 13) Do you have floor plans and sample seating diagrams?
- 14) What is your cancellation & refund policy, and what's your reschedule policy if plans change?
- 15) Do you require liability insurance or bookings to have event insurance?
- 16) Is there a food & beverage minimum and what happens if we miss it?
- 17) Are there restrictions around outdoor areas (smoking, food & drinks, music)?
- 18) Are there noise curfews, council limits or alcohol restrictions?
- 19) Can we bring in external entertainment / DJ / band? Any restrictions?
- 20) Do you offer event coordination or an on-the-day manager? If yes, what's included?

Created by **Salute Function Centre** – Perth's Premium End of Year Dinner Venue.
Visit <https://salutefunctions.com.au/> for menus, gallery and bookings.