

Ten Top Tips For Finding The Perfect Venue

Choosing the correct venue for your event is vital and can make or break the experience and enjoyment of the event. We often receive calls from people struggling to find a venue for a function or party and would like us to help.

1. **It's never too early to start the search!** Venue finding can be a very time consuming task - so the more time you allow yourself, the better able you will be to find the perfect one. It can be surprising how far in advance venues can book up - especially if they have a good reputation.
2. **What is the purpose of your event?** Knowing your objectives, number of guests you intend to invite and the ideal format of the day are all essential to know in order to find the right venue. Always work out a budget for your event before you start and know how much of it can be assigned to the venue cost.
3. **Location:** This should be central to any search. Parking, transport links, and accommodation should all be taken into account. Always take into consideration who the guests are and where they will be coming from. Would a central town/city location or a countryside location be more appealing and appropriate to your guests and the style of event that you are planning?
4. **Size:** The size of the venue must fit with your event requirements and guest numbers. If the space is too small, it will limit what you can achieve and, if it's too large, it will greatly affect the feel and ambiance and your guests will feel the event is poorly attended.
5. **Venue Site Visit:** Always visit the venue to see it for yourself and to have an onsite discussion with the events manager. If possible, also meet a number of their team who would be involved in your event. Their professionalism, attitude and helpfulness will all be good indicators of what level of service you can expect from the venue.
6. **Understand Their Terms of Business:** This may sound odd when booking a venue but knowing the venue's terms of business and the exact basis on which they have based the quotation they give you is very important.

Do they have a minimum number of guests to whom the quote applies, for example? Some venues will 'include' the cost of the room hire in the quote but the small print may state that, if the guest numbers go below a certain amount, they will charge additional room hire etc.

If you need a hand with venue finding, Jazz Donkey would be delighted to help you. We are happy to do as little or as much as you need to make your event a success!

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