



## **PROMOTING YOUR VENUE AS A SPECIAL EVENTS VENUE**

Including wedding receptions, anniversary celebrations, wakes etc.

You might want to write a short paragraph about why it's a good idea to have a special event at your village hall - reasons might include

- Unique event
- Special location
- Easy to reach XX miles from YY/ within a XX minute drive time of Leeds, Manchester, Newcastle...
- Opportunity to make the event exactly as you want it
- Proximity of church to venue (if applicable)
- Affordable
- Supporting a local community

### **Special event hirers will want to know**

- ✓ Can we hire the hall for the whole weekend? Ie Friday, Saturday, Sunday all day and evenings
- ✓ How many people can the hall accommodate (seated around tables; separate bar area)?
- ✓ Can people stay overnight in the hall?
- ✓ What's the cost?
- ✓ What's the cancellation policy?
- ✓ Do we pay VAT on the hall hire charge?
- ✓ Is there a deposit?
- ✓ What's the cleaning/caretaking fee?
- ✓ Is there an in-house event coordinator?
- ✓ Is there in-house catering or do we/can we provide our own?
- ✓ Is there a bar/with bar staff/alcohol licence?
- ✓ Is there a kitchen?
- ✓ Can we have entertainment (licenses, equipment, stage, any restrictions/ time constraints)?
- ✓ Do we have to hire tables, chairs, linens, plates, glassware, etc?
- ✓ Can we put up bunting etc and are there any restrictions?
- ✓ Do you have an easel for the table plan?
- ✓ Can we meet up with the hall to discuss all the details?

It's a good idea to provide local suppliers of as many of the following as you can on your website, because it shows you are equipped to run an event and it saves the hirer time:

- Accommodation nearby
- Bunting
- Celebrants
- Caterers
- Chair covers
- Chair/table hire
- Complete event specialists
- Crockery/cutlery hire
- Florists
- Musician/DJ/Maitre d'
- Photographer
- Transport – taxis, buses, cars for disabled people, special (wedding) cars/buses
- Wedding planner

A local example of this is Burnsall Village Hall's guide:

<http://www.burnsallvillagehall.org.uk/images/BVH%20Occasions.pdf>