

Event Venue Search Criteria

Nature of Event	
Date of Event	Is this flexible?
Approx Start Time:	
Approx End Time:	
Approximate Geographical Location:	

Approximate number of guests attending event? Yes No

**Will you require any food/drink to be served to guests?
If so what is your preferred style of catering?** Yes No

Sit Down Hot Meal	Finger Buffet
Sit Down Cold Meal	BBQ
Sit Down Hot / Cold Buffet	Other: (give details)

**If you have the option of using a marquee at your chosen venue
would this be of interest to you?** Yes No

Would you like your venue to have facilities for outdoor activities Yes No
(Such as adventure sports, 4 x 4 driving, team building pursuits etc)

Do you wish to have a disco and/or live music? Yes No

Will you require an extended license for alcohol? Yes No

Would you be interested in any other kind of entertainment? Yes No

Will you be requiring a speaker? Yes No

Will you require your venue to provide overnight accommodation? Yes No

Will you require wheelchair access? Disabled facilities? Yes No

Will your event be open to the public? Yes No

Will there be any children attending your event? Yes No

Will you require any other special facilities? Yes No

e.g. helicopter pad, audio visual equipment, themed props etc
If yes, give details....

Venue Type

Tick all those which you would consider from the following list:

Hotel

Purpose built conference centre

Country Manor/National Trust Style Property

Country Barn-style venue

Town Hall

Unusual Venue (eg zoo, ice-rink etc)

Themed venue (eg Madam Tussauds etc)

In your own words give a brief description of your ideal venue:

Approximate total budget available for event ...£

On completion please return form to PrimeTime Events Ltd