

## Questions to ask potential venues when booking your party



**When you are at the beginning of the event planning process, one of the most difficult parts is to find a suitable venue.**

Firstly, have your guest list ready and think about the party location. Is the location convenient for your guests to get to? Once you have a shortlist of venues, see if they are close to tube stations, bus stops and/or have parking facilities. That will help you to narrow the list down.

Have a list of questions prepared to make sure the venue will meet all your requirements. There is a huge choice of venues available, but not all of them will be suitable for your event so questions are important!

Below is a helpful list of suggested questions to help with your of the perfect event:

- 1. Capacity**  
How many people can the venue hold? Once you've compiled your guest list and you have a firm idea on the number then make sure your selected venues are the right size for your event.
- 2. Parking**  
It's important to know if there is parking near the venue. Is it free or paid? What is the maximum stay? How far is it from the venue? Is there disabled access parking or an easy drop-off point?
- 3. Floorplan**  
You might need a floorplan to help with your planning. Ask if they have one and if they can share it with you.
- 4. Furniture**  
What furniture is available in the room/rooms you're hiring? It's also good to know how the furniture looks to understand if it's suitable for your event.
- 5. Technical / audio visual equipment**  
What technical equipment is available? Does your selected venue provide sound equipment and speakers or will you need to hire them?

6. **Catering**

Ask if you have to look for a catering company or if the venue has a sole caterer or accredited list. Ask about the cuisine you are interested in and mention any dietary requirements or food allergies as well.

7. **Access times**

From what time can you have access to the venue? What time do you have to vacate the venue? Are there any licence limitations on the times of hire?

8. **Decorations/special effects**

If you're planning to use decorations, do check if there are any restrictions or guidelines in place – particularly if it's an historic property. Also, if you're planning to use special effects, check that it's okay with the venue.

9. **Cleaning**

Don't forget to ask about who is also responsible for clearing up at the end!

10. **Walkthrough**

And finally, do try to do a walk-through of your event. From arrival at the venue, considering transport and parking facilities, to registering and moving through the venue as if you were attending the event. Always book a viewing as well and meet with the one of the venue team.

These are the basic questions you need to ask any venue before making a booking. Depending on your event, you may want to adjust or add any more questions.

We believe that, whether you are looking to host an intimate wedding ceremony, celebrate that special occasion or entertain business guests in style, then you need look no further than Gunnersbury Park. Situated in the heart of west London and nestled between Chiswick and Ealing, Gunnersbury Park is available for hire throughout the year, 7 days a week.

If you are interested, please visit our [FAQ page](#) to get the answers to the frequently asked questions.

[Get in touch with us](#) if you are planning your next event in one of the most beautiful historic buildings in London!