

# How to book a venue for your group activity

## 1. Choosing a venue



Check that the venue is suitable for all of your members' specific needs. For example:

- Do you need wheelchair access?
- Are there disabled parking spaces?
- Can members get to the venue on public transport?
- Do members have any sensory issues to be considered, such as bright lights, loud noises or smells?
- Is a quiet space available for members who feel stressed or tense?

## 2. When to hold the event?



Find out:

- how many people are coming
- what is a good time to suit all the members?
- what day should it be held on?
- should it be held on a weekday or weekend?
- should it be held during the day or in the evening?

Make a note of the:

- **date of the event**
- **start and finish times of the event**
- **number of people attending the event**

### 3. Ready to book the venue



When you have the information you need to book the venue, there are four ways to do this.

- In person: speak to a staff member at the venue.
- By phone: look up the venue contact phone number and speak to a staff member.
- By email: email your booking requirements directly to the venue. Find the venue's email address on their website.
- Complete the online booking form on the venue's website.



**NB: You may be asked to leave contact details (your name, telephone number or email address). You may also be asked to pay in advance of the booking. Be prepared for this possibility. Once you have completed these steps, your booking is complete.**