



3415 Sweet Drive  
Lafayette, California 94549  
530-792-1114  
www.venuetech.com

# Facility Evaluation Form

...Success Toolbox™

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Chairperson: \_\_\_\_\_

## Facility Evaluation Form

Facility Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Hall or Room: \_\_\_\_\_

Capacity: Assembly: \_\_\_\_\_ Sit-down: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Due Date: \_\_\_\_\_

Deposit(s) Required: \_\_\_\_\_ Due Date: \_\_\_\_\_

General Description and Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Amenities Included:*

Kitchen Facilities: \_\_\_\_\_

Number of Restrooms: \_\_\_\_\_

Tables: Number: \_\_\_\_\_ Size: \_\_\_\_\_

Chairs: \_\_\_\_\_

Stage: \_\_\_\_\_ Size: \_\_\_\_\_

PA System: \_\_\_\_\_ Stage Lighting: \_\_\_\_\_

Bar: \_\_\_\_\_ Trash Cans: \_\_\_\_\_

Other: \_\_\_\_\_

Additional equipment available for rent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Success Toolbox™** is a trademark of VenueTech Management Group, LLC. This service offers free informational downloads designed to provide ideas for professional staff and community volunteers in the areas of fundraising, event planning, capital campaigns, facility management, arts planning and historic preservation.

**VenueTech Management Group, LLC** is a full service consulting and management firm involved in the business planning, capital development and direct management of community-based organizations and public assembly facilities. A significant portion of the firm's business is focused on the use of entertainment, cultural arts and public venues as a catalyst for economic development. The firm also specializes in building private-public partnerships, managing performing arts venues and the restoration of historic structures.

*For information regarding our consultation and management services,  
please contact us at 530-792-1114.*

