



VENUE CHECKLIST

Questions to ask before booking

This checklist is designed by **Oh Playful** to help you choose a venue that works well for rentals, inflatables, and multiple vendors. Asking these questions before signing a venue contract can help avoid delays, extra fees, and last-minute changes. Some of our installations require **2-4+ hours** to set up, excluding delays from shared access or multiple vendors. **Venues with limited setup windows may not be a good fit for certain installations.**

Setup, Breakdown & Timing:

- How early can vendors arrive on event day?
- How much time is allowed for vendor setup?
- Is day-before setup permitted for larger installations?
- Is additional setup time available if needed?
- What time do vendors need to be fully out by?
- Is late-night or next-day pickup allowed?

Vendor Access & Logistics:

- Is there truck access for loading and unloading?
- Is there a separate vendor entrance / loading dock from guest entry?
- Are stairs and / or elevators required to reach the setup area?
- Where can vendor vehicles park during the event?
- Is Valet or Parking validated for vendors?

Space, Layout & Clearance:

- Can the venue provide a floor plan?
- Are inflatables or bounce houses allowed?
- What is the ceiling height in the setup area?
- Are there chandeliers, ceiling fans, or hanging fixtures in the way?

Power & Utilities:

- How much power / how many working plugs are available in the setup area?
- Is power dedicated per vendor? (cannot be shared)
- Are outlets located near the setup area?
- Is a generator allowed if needed? (outdoor only)

Flooring & Outdoor Conditions:

- What type of flooring is in the setup area? We do not setup on dirt or uneven surfaces.
- Are protective mats required under rentals?
- Are stakes allowed outdoors, or are weights required?
- Is there a weather backup plan for outdoor events?

Insurance, Permits & Policies

- Is a Certificate of Insurance (COI) required?

If so, venue must provide exact COI wording and a sample to [Hello@OhPlayful.com](mailto>Hello@OhPlayful.com)

