

Evaluating a Feast Hall

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The following is a basic checklist for a site tour for a feast or indoor event. It is by no means complete, but it should give you a good idea of the major points you will need to look for and consider in deciding on a site for your event. Good luck and have a wonderful event!

Feast/Main Hall



- Will you have exclusive use of entire building _____
- Are there multiple floors _____ How many _____
- How many rooms _____
- Is there a good area to set up gate _____ Where _____
- Is there access to building that does not require people to go past gate _____
- Maximum capacity for hall _____
- Seating capacity for hall _____
- Number of table in hall _____ Type of tables _____
- Number seats in hall _____ Type of seating _____
- Wet, discretely wet or dry site _____
- Are there drinking fountains _____
- Are there stairs to access the hall _____ Number of stairs _____ Number of landings _____
- Is the hall handicap accessible _____ Elevator(s) _____ Ramp(s) _____ Lift(s) _____ Weight capacity _____
- What time does access to the hall start _____
- What time does access to the hall end _____
- Clean-up requirements _____

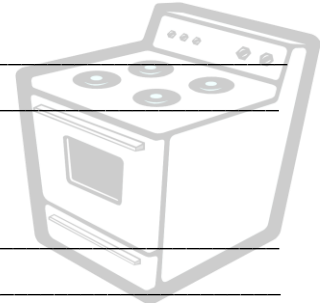
- Decorations requirements _____

- Trash/Recycling Bin setup _____

- Special considerations (no food/drink areas, no children areas, etc) _____

- Number and types of lighting _____
 - How many switches _____
 - Where are the light switches located _____
- Number of doors to outside _____ Type of doors _____
- Number of doors to other areas _____ Type of doors _____
- Are bathrooms accessible directly from the hall _____ How many _____
- Is there a janitorial closet in the hall _____ Is it accessible by event staff _____
- Are there 'Ready' rooms adjacent to the hall _____ How many _____

Kitchen



Are there food restrictions (Kosher, no fish, no peanuts, etc.) _____

Is alcohol permitted ____ Are there additional deposits or fees for alcohol being on site _____

Is there direct access to outside _____ Does outside access to the kitchen have stairs ____

Are there stairs between the hall and kitchen ____ How many stairs ____

Distance to hall _____

Floor surface type _____

Size of food prep areas _____ Surface type of food prep areas _____

Island ____ Counter space ____ Tables ____

Number of doors to hall ____ Type of doors _____

Number of doors to other areas ____ Type of doors _____

Bathrooms ____

Janitorial Closet ____

Number of sinks ____ Type of sinks _____

Do the sinks have hot water ____ Is there in sink disposal (garbage disposal) ____ Switch location _____

Is there a dishwasher ____ Dishwasher Type _____

Number of windows ____ Type of windows _____

How many of the windows open ____

Number of lights ____ Type of lighting _____

How many switches ____ Switch Locations _____

Number of stove elements ____ Type of stove elements _____

Number of ovens ____ Size of ovens _____

Is there a ventilation hood(s) ____ Does it need to be turned on ____ Switch location _____

Are there warmer drawers ____ Number of warmer drawers _____

Are there broilers ____ Number of Broilers _____

Are there deep fryers ____ Number of deep fryers ____ Deep fryer volume _____

Type of freezers _____ Size of freezer(s) _____

Will the freezers contain non-event food _____

Type of refrigerator(s) _____ Size of refrigerators _____

Will the refrigerators contain non-event food _____

Number microwave(s) ____ Size of microwaves _____

Number of outlets ____ Outlet locations _____

How many circuits are the outlets on ____

What equipment is available for use (mixer, coffee urn, etc.) _____

Will any equipment be present that should not be used _____

Are there cooking utensils/pans/serving dishes in the kitchen ____

Are the cooking utensils/pans/serving dishes available for use ____

Storage/Pantry available ____ Pantry size _____

Will the pantry contain non-event food _____

Safety equipment

Are first aid kit(s) accessible ____ How many ____ Where are they located _____

Are there smoke detector(s) ____

What is the procedure if one goes off unnecessarily (burned food) _____

Are there phone(s) ____ How many ____ Where are they located _____

Site Emergency Contact _____ Phone Number _____

Power Panel Location _____

Access Notes _____

Water Shutoff Location _____

Access Notes _____

Gas Shutoff Location _____

Access Notes _____

Are Fire extinguisher(s) accessible ____ How many ____ Where are they located _____

Is there an extinguisher system ____ Notes _____

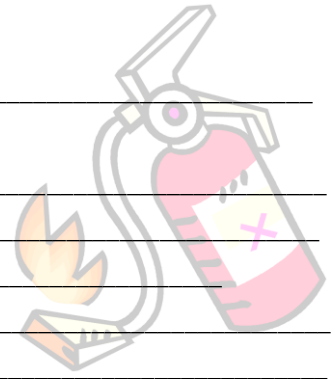
Is there Exit signage ____

Where are the nearest emergency services

Hospital _____

Fire _____

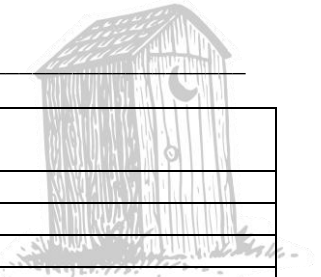
Police _____



Bathrooms

Are the bathrooms separate genders or general use _____

Level/Floor	M/F/General	Handicapped Accessible	Stall Count	Notes



Outdoor area for grilling

Distance to kitchen/feast hall _____

Are there stairs between outdoor area and feast hall ____ How many stairs ____

Is there a BBQ Pit ____ BBQ Pit size _____

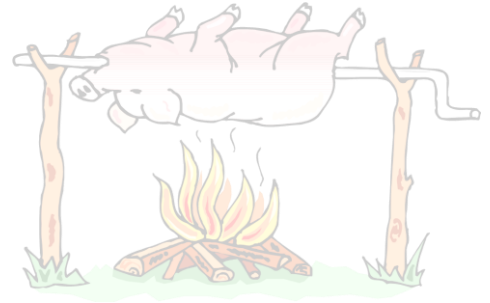
Is there a ground oven _____

Is the outdoor grilling area covered ____ Square feet of coverage _____

Are there fuel restrictions _____

Is there lighting for the grilling area ____ Type of light _____

What is the floor surface _____



Janitorial Closet

Access and use rules _____

Are cleaning supplies available for use(Soap, pine sol, etc.) ____

Notes _____

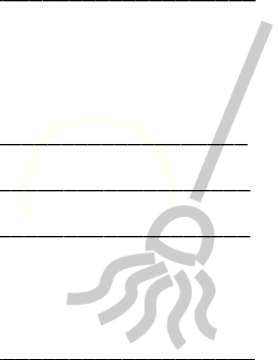
Are brooms, mops, dust pans, etc. available for use ____

Notes _____

Are trash bins and bags available for use ____

Notes _____

Trash/recycling arrangements _____



Outdoor Space

Size of area _____

Restrictions _____

Hours of use _____

Distance to parking _____

Distance to hall _____

Description of area _____

Parking



How many spaces ____ How many disabled parking spaces ____

Disabled parking spaces arrangements _____

Can trailers park ____ How many trailers ____

Distance to hall ____

Parking area surface _____

Is parking covered ____ What is the maximum vehicle height ____

Is the walk from parking to the hall covered ____

Will parking area use be shared with non-event vehicles ____ Approximate number of unavailable spaces ____

Is the traffic flow one way ____

Parking Notes _____

Other

Is anything broken _____

Are there upgrade, replacement or restoration plans in the works for the space ____

If so, when _____

Will a certificate of insurance be necessary ____ When must it be received by _____

Are Deposits required ____ Deposit amount _____ Deposit Date _____

Notes _____

Are any Fees required ____ Fee amount _____ Date Fee must be paid by _____

Notes _____

Are there any Contingency Charges ____ charge amount _____ Date charge must be paid by _____

Notes _____

What is the damage deposit policy _____

What are the Cancellation Policies _____

Are there any Special considerations _____

Has the Contract been signed by the Seneschal ____ Date _____

