

# Venue management: pemilihan, site plan, dan kontrak venue

Knowledge 9 | Fase 3: Produksi | Minggu 10

Venue menentukan separuh kualitas event dan sebagian besar biayanya. Topik ini membahas cara menilai venue, menyusun site plan dan layout, serta hal yang harus ada dalam kontrak venue.

**Kuis:** lulus (terbaik 3/3, 1 kali)

**Status topik:** selesai

## Acuan

- SITEEVT025 Select event venues and sites
- Venue Management, University of Surrey (Inggris), BSc (Hons) International Event Management (entri 2027)
- Facilities Planning for Hospitality, Tourism and Events, Edinburgh Napier University, BA (Hons) International Festival & Event Management (halaman program 2026, modul indikatif)

## Inti materi

1. Spesifikasi venue disusun dari rencana event: kapasitas (duduk vs berdiri), tinggi plafon untuk rigging, daya listrik, akses loading, parkir, waktu akses, dan aturan vendor luar.
2. Survei venue memakai checklist tetap dan diambil fotonya: titik listrik, pintu darurat, jalur kabel, area vendor, toilet, dan area tunggu pengantin atau pembicara.
3. Site plan atau floor plan berskala menunjukkan panggung, meja, jalur evakuasi, posisi FOH (sound), dan alur tamu. Kirim ke semua vendor sebelum loading.
4. Kontrak venue memuat: jam akses dan bongkar, biaya lembur, deposit kerusakan, vendor wajib (catering, sound), kebijakan pembatalan, dan siapa PIC venue di hari H.
5. Venue outdoor menambah kebutuhan: tenda, lantai, genset, toilet portabel, dan rencana cuaca (wet weather plan).
6. Bandingkan minimal dua venue dengan tabel yang sama supaya keputusan berdasar spesifikasi, bukan kesan.

## Sumber

- [Unit AQF] SITEEVT025 Select event venues and sites (PDF resmi training.gov.au). training.gov.au, Pemerintah Australia (SIT50322 Release 2), 2022 (badan pemerintah).  
[https://training.gov.au/assets/SIT/SITEEVT025\\_R1.pdf](https://training.gov.au/assets/SIT/SITEEVT025_R1.pdf)
- [Kampus] University of Surrey (Inggris): BSc (Hons) International Event Management. University of Surrey (Inggris), entri 2027 (universitas terakreditasi).  
<https://www.surrey.ac.uk/undergraduate/international-event-management>
- [Kampus] Edinburgh Napier University: BA (Hons) International Festival & Event Management. Edinburgh Napier University, halaman program 2026, modul indikatif (universitas terakreditasi).  
<https://www.napier.ac.uk/courses/ba-hons-international-festival--event-management-undergraduate-full-time>
- [Panduan] HSE Event safety: Venue and site design. Health and Safety Executive (HSE), Inggris, 2024 (diperbarui 12/10/2024) (badan pemerintah).  
<https://www.hse.gov.uk/event-safety/venue-site-design.htm>

- [Kampus] University of Exeter Event Toolkit: Booking facilities. University of Exeter, Marketing, Student Recruitment and Communications, 2026 (header HTTP Last-Modified 27 Jul 2026; syarat sewa ruang luar bertanggal 6 Des 2024) (universitas terakreditasi).  
<https://www.exeter.ac.uk/departments/communication/communications/events/toolkit/booking-facilities/>
- [Panduan] City of Sydney: Venue Hire Agreement (community venues, not staffed). City of Sydney (pemerintah kota, Australia), 2021 (metadata PDF Maret 2021) (badan pemerintah).  
<https://www.cityofsydney.nsw.gov.au/-/media/corporate/files/places-and-spaces/community-centres/conditions-of-hire/booking-confirmation-and-special-conditions-venues-unstaffed.pdf?download=true>