



REST 2 RENT
EVENTLOCATION HAMBURG

CHECKLIST

COMPANY PARTY 2026

CELEBRATE · ENJOY · REMEMBER

EVENT VENUE HAMBURG · FULL SERVICE · NO CURFEW



Checklist: Planning a Corporate Party in Hamburg

Whether an anniversary, team event or year-end celebration — this checklist gets you through the planning stress-free. Tick off what's done.

3–6 MONTHS BEFORE

- ☐ Clarify the occasion and goal (anniversary, team event, year-end, summer party)
- ☐ Secure date & venue — exclusive, right size, easy to reach
- ☐ Roughly set guest numbers and budget per head
- ☐ Clarify the €110 per-employee allowance with your accounting team
- ☐ Choose the format: get-together, dinner, flying buffet or Kitchen Party

6–8 WEEKS BEFORE

- ☐ Send invitations, set an RSVP deadline
- ☐ Decide the catering format & menu, plan vegetarian/vegan options
- ☐ Agree the drinks concept (aperitif, wine/beer, non-alcoholic, optional bar)
- ☐ Plan the programme, hosting and music/DJ
- ☐ Book suppliers (decoration, photographer, entertainment)

2 WEEKS BEFORE

- ☐ Confirm the final guest count, create the seating plan
- ☐ Ask for and pass on allergies and special requests
- ☐ Communicate travel, parking and public transport to the team
- ☐ Walk through the schedule with the venue and caterer
- ☐ Plan technology for speeches/presentations (screen, microphone)

THE WEEK BEFORE & ON THE DAY

- ☐ Give the final headcount to the venue and caterer
- ☐ Technology and decoration check on site
- ☐ Organise the cloakroom and taxis/transport for the evening
- ☐ Name a fixed point of contact from the team
- ☐ Relax and celebrate — set-up, breakdown and cleaning are handled by the venue

Also tailored to your budget.



What few people think of

- The €110 allowance includes all costs — venue, catering, drinks, programme.
- Check the curfew: open end or forced finish? (With us: no curfew.)
- Technology (screen, sound, lighting) — included or charged as an extra package?
- Ask about vegetarian/vegan and allergies early.
- Organise the way home: a taxi rank or shuttle for the late hour.

Hosting a corporate party in Hamburg? We provide venue, catering, technology and service from one source — and build the event around your budget. Make a no-obligation enquiry:

rest2rent.de/anfrage

Also tailored to your budget.

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