



REST 2 RENT
EVENTLOCATION HAMBURG

CHECKLIST

CHRISTMAS PARTY 2026

CELEBRATE · ENJOY · REMEMBER

EVENT VENUE HAMBURG · FULL SERVICE · NO CURFEW



Checklist: Planning a Christmas Party in Hamburg

This checklist takes you step by step from booking to the last glass. Tick off what's done — we're happy to plan the rest with you.

3–6 MONTHS BEFORE

- ☐ Set the date — secure December Fridays first, consider a weekday or January as an alternative
- ☐ Reserve the venue (exclusive, right size, good transport links & parking)
- ☐ Outline a rough guest count and budget per head
- ☐ Clarify the €110 per-employee allowance with your accounting team
- ☐ Choose the format: dinner, flying buffet, Kitchen Party or get-together

6–8 WEEKS BEFORE

- ☐ Send invitations with a clear 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 and music/DJ, set speeches and highlights
- ☐ Book additional 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
- ☐ Secure a hotel room block for out-of-town guests if needed

THE WEEK BEFORE & ON THE DAY

- ☐ Give the final headcount to the venue and caterer
- ☐ Decoration and technology check (screen, sound, lighting, microphone)
- ☐ Organise the cloakroom, arrange taxis/transport for the late 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.

rest2rent Event GmbH · Stresemannstraße 375, Haus 9 · 22761 Hamburg

+49 40 767 573 47 · rest2rent.de/anfrage



What few people think of

- The sought-after December Fridays are often booked as early as late summer.
- Check the curfew: does the evening end on request or by the clock? (With us: no curfew.)
- Final cleaning, technology and extensions — included or extra? Clarify in writing beforehand.
- Ask about vegetarian/vegan and allergies early, not on the day.
- Plan the way home: a taxi rank or shuttle for the late hour.

Want to secure a date or have planning questions? We run your Christmas party in Hamburg end to end — venue, catering, technology and service from one source. Make a no-obligation enquiry:

rest2rent.de/anfrage

Also tailored to your budget.

rest2rent Event GmbH · Stresemannstraße 375, Haus 9 · 22761 Hamburg

+49 40 767 573 47 · rest2rent.de/anfrage