

Questions



TO ASK A WEDDING VENUE

VENUE NAME:	
CONTACT INFO:	

The Basics

WHAT DATES ARE AVAILABLE IN THE MONTH I'M CONSIDERING?:

TIP: Some venues offer a discount for booking an off-season date or a Sunday through Friday wedding.

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HOW MANY PEOPLE CAN THIS LOCATION ACCOMMODATE?:

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WHAT IS THE RENTAL FEE?:

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WHAT'S INCLUDED IN THE RENTAL FEE?:

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HOW MANY HOURS DOES THE RENTAL FEE INCLUDE, AND IS THERE AN OVERTIME FEE IF I STAY LONGER?:

TIP: Be sure to have enough time for set-up AND clean up. Don't set yourself or your vendors up for failure

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HOW MUCH IS THE DEPOSIT?:

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WHEN IS IT DUE?:

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IS IT REFUNDABLE?:

YES NO



WHAT'S THE PAYMENT PLAN FOR THE ENTIRE BILL?:

WHAT FORMS OF PAYMENT DO YOU ACCEPT?:

CAN I HAVE MY CEREMONY HERE, TOO?:

IS THERE AN ADDITIONAL COST?:

YES NO

ARE THERE CHANGING AREAS FOR THE BRIDE, GROOM, AND/OR WEDDING PARTY?:

CAN WE HAVE OUR REHEARSAL DINNER HERE? WHAT ABOUT A MORNING-AFTER MIMOSA BRUNCH?:

HOW MUCH TIME IS ALLOCATED FOR THE REHEARSAL? DOES ANYONE ON STAFF RUN OUR REHEARSAL?

WHAT'S THE CANCELLATION POLICY?:

WHAT'S YOUR WEATHER CONTINGENCY (PLAN B) PLAN FOR OUTDOOR SPACES?:

DO YOU HAVE LIABILITY INSURANCE?:

TIP: It's always recommended to get event insurance to be completely covered. Check out Wedsure.com

notes

Food + Drinks

DO YOU HAVE AN IN-HOUSE CATERER OR A LIST OF "PREFERRED" CATERERS, OR DO I NEED TO PROVIDE MY OWN?:

EVEN IF THERE IS AN IN-HOUSE CATERER, DO I HAVE THE OPTION OF USING AN OUTSIDE CATERER INSTEAD?:

IF I HIRE MY OWN CATERER, IS THERE A KITCHEN AVAILABLE FOR THEM?:

TIP: Caterers charge extra if they have to haul in refrigerators and stoves.

IS THERE A FOOD & BEVERAGE MINIMUM?:

YES NO

WHAT'S THE TAX AND SERVICE CHARGE?:



CAN WE DO A FOOD TASTING BEFORE WE FINALIZE OUR MENU SELECTION, AND DOES IT COST EXTRA?:

TIP: Be sure to ask if they'll accommodate dietary restrictions and / or food allergies. Usually it's no problem!

ARE TABLES, LINENS, CHAIRS, PLATES, CHARGERS, SILVERWARE, AND GLASSWARE PROVIDED, OR WILL I HAVE TO RENT THEM MYSELF OR GET THEM THROUGH MY CATERER?:

CAN I BRING IN A CAKE FROM AN OUTSIDE BAKER OR DO I HAVE TO USE A CAKE MADE ON SITE?:

IS THERE A CAKE-CUTTING FEE? IF I USE A CAKE MADE ON SITE IS THE FEE WAIVED?:

CAN WE BRING OUR OWN WINE, BEER, OR CHAMPAGNE?:

WHAT ABOUT HARD LIQUOR?:

IS THERE A CORKAGE FEE?:

YES NO

ARE YOU LICENSED TO PROVIDE ALCOHOL SERVICE?:

TIP: Some venues (like wineries) aren't licensed to serve hard alcohol. You may need to get permission to bring in an outside bartender.

HOW IS ALCOHOL PRICED, AND IS THERE A BAR MINIMUM?:

ARE THERE ADDITIONAL CHARGES FOR BAR STAFF?:

YES NO

notes

Decor + Rentals

ARE WE ALLOWED TO BRING IN OUR OWN DECORATIONS?:

TIP: Keep the existing décor in mind when planning your own decorations so that they won't clash! And if your event is in Late November or December, ask what the venue's holiday décor will be & where it's placed.

ARE TABLES & CHAIRS INCLUDED ? IF SO, HOW MANY OF EACH & WHAT KIND OF CHAIRS?

CAN I MOVE THINGS AROUND OR DO I HAVE TO LEAVE EVERYTHING AS IS?:

TIP: Some venues have restrictions on whether or not you can hang things from the ceiling or on the walls.

CAN WE USE REAL CANDLES/CONFETTI/SPARKLERS/FIREWORKS/ANIMALS/LAWN GAMES/BOUNCE HOUSES/FOOD TRUCKS/INSERT YOUR OWN FUN-BUT-POTENTIALLY-DANGEROUS LIABILITY HERE?:

DO YOU HAVE SIGNAGE OR OTHER AIDS TO DIRECT GUESTS TO MY EVENT?:

DO YOU PROVIDE HEATERS, FANS AND/OR UMBRELLAS FOR THE OUTDOOR SPACES?:

Empty text box for answer.

notes

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Vendors + Staffing

CAN I HIRE MY OWN VENDORS OR IS THERE A PREFERRED VENDOR LIST WE NEED TO STICK TO?:

Empty text box for answer.

DO YOU OFFER ON-SITE COORDINATION?:

YES NO

WHAT SERVICES ARE **NOT** INCLUDED WITH THE VENUE COORDINATOR?:

Empty text box for answer.

CAN THE VENUE ACCOMMODATE A DJ OR LIVE BAND?:

Empty text box for answer.

WHAT SECURITY SERVICES DO YOU OFFER? :

Empty text box for answer.

WHAT TIME CAN MY VENDORS START SETTING UP ON THE DAY OF THE WEDDING?:

TIP: Some venues host multiple weddings per weekend. Others just host one! If your venue does the latter, ask if you can start the setup the day before.

WILL THERE BE A STAFF MEMBER ON SITE ALL NIGHT THROUGHOUT THE EVENT? DO THEY DO SET-UP?

DOES THE VENUE PROVIDE ASSISTANCE GETTING GIFTS AND/OR DÉCOR BACK TO A DESIGNATED CAR OR HOTEL ROOM AFTER THE WEDDING?:

YES NO

YES NO

notes _____

WHO NEEDS LIABILITY INSURANCE?

Logistics

IS THERE A SEPARATE SPACE FOR COCKTAIL HOUR?:

ARE THERE ANY NOISE RESTRICTIONS?:

YES NO

YES NO

IS THERE PARKING ON SITE AND IF SO, IS IT COMPLIMENTARY? IF NOT, WHERE WILL MY GUESTS PARK?:

HOW ACCESSIBLE IS THE SPACE AT NIGHT?
IS ADDITIONAL LIGHTING NEEDED?

YES NO

IF A SHUTTLE SERVICE IS NEEDED, CAN
YOU ASSIST WITH SETTING IT UP?

YES NO

HOW MANY RESTROOMS ARE THERE?:

TIP: You should have at least 4 restrooms per 100 people. At least.

WHAT OVERNIGHT ACCOMMODATIONS DO YOU PROVIDE? DO YOU OFFER A
DISCOUNT FOR BOOKING MULTIPLE ROOMS—OR A COMPLIMENTARY ROOM OR
UPGRADE FOR
THE NEWLYWEDS?:

IF NO ACCOMMODATIONS ARE AVAILABLE, WHAT ARE THE NEAREST HOTELS
TO THE VENUE?:

TIP: Some venues have partnerships with local hotels that offer a discount if you book a block of rooms.

IS THE SITE ACCESSIBLE FOR PEOPLE WITH
DISABILITIES?:

YES NO

DO YOU HAVE A RECYCLING POLICY?
WE'D LOVE FOR OUR WEDDING TO GIVE
BACK:

YES NO

notes

DO YOU CREATE A FLOORPLAN OR MY PLANNER? WHAT PLATFORM DO YOU USE?

YES NO

IS A DANCE FLOOR INCLUDED OR NEEDED TO BE RENTED?

YES NO

WHAT IS THE STANDARD LAYOUT FOR A RECEPTION

Empty text box for reception layout details.

WHERE IS THE VENDOR LOADING ZONE? DO YOU HAVE WRITTEN INSTRUCTIONS TO SEND OUT TO VENDORS?

Empty text box for vendor loading zone instructions.

IS DRAPING THE WALLS & CEILING AN OPTION?

Empty text box for draping options.

IS THERE A FRIDGE OR FREEZER AVAILABLE FOR USE?

YES NO

IS THERE AN ICE MACHINE, IF SO, WHAT SIZE?

YES NO

notes

Horizontal lines for taking notes.

