

Questions



TO ASK A WEDDING VENUE

Venue Name	
Contact	

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 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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WHAT 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 FOR CEREMONY?

YES NO

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

CAN WE HAVE OUR REHEARSAL HERE?

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: Ask if there is a fridge, ice machine, sink etc. Also clarify if catering/bakery cake use this for the event.

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 LIQUOR?:

IS THERE A CORKAGE FEE?:

YES NO

ARE YOU LICENSED TO PROVIDE ALCOHOL SERVICE?:

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?:

notes

Vendors + Staffing

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

DO YOU OFFER ON-SITE COORDINATION?:

YES NO

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

CAN THE VENUE ACCOMMODATE A DJ OR LIVE BAND?:

WHAT SECURITY SERVICES DO YOU OFFER? :





WHAT TIME CAN MY VENDORS START ARRIVING 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? *TIP: Determine vendor parking as well & if payment is required.*





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

IS DRAPING THE CEILING AND WALLS AN OPTION?

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

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

IS DRAPING THE WALLS & CEILING AN OPTION?

IS THERE A FRIDGE OR FREEZER AVAILABLE FOR USE?

YES NO

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

YES NO

notes

