



# Questions To Ask A Wedding Venue

VENUE NAME:	
CONTACT INFO:	

## The Basics

<b>WHAT DATES ARE AVAILABLE IN THE MONTH I'M CONSIDERING?</b> <i>TIP: Some venues offer a discount for off-season dates or a weekday wedding</i>

<b>VENUE CAPACITY?</b>	<b>WHAT IS THE RENTAL FEE?</b>
#	\$

<b>WHAT'S INCLUDED IN THE RENTAL FEE?</b>

<b>HOW MANY HOURS ARE INCLUDED IN THE RENTAL FEE, ARE THERE FEES FOR ADDITIONAL HOURS?</b>

<b>HOW MUCH IS THE DEPOSIT?</b>

<b>WHEN IS DEPOSIT(S) DUE?</b>

<b>IS DEPOSIT REFUNDABLE?</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO

WHAT'S THE PAYMENT PLAN FOR TOTAL COST?	WHAT FORMS OF PAYMENT DO YOU ACCEPT?

CAN I HAVE MY CEREMONY HERE TOO?

YES  NO

IS THERE AN ADDITIONAL COST?

YES  NO

IS THERE A BRIDAL SUITE FOR THE BRIDE AND WEDDING PARTY TO GET READY IN?

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

HOW MUCH TIME IS ALLOCATED FOR THE REHEARSAL? DO YOU ALLOW BRIDAL PORTRAITS?

WHAT'S THE CANCELLATION POLICY?  
*TIP: Some venues will refund most of your deposit if you cancel far enough in advance, since there's still a chance that they can rent the space. After a certain date though, you may not be able to get a refund.*

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



ARE TABLES, LINENS, CHAIRS, PLATES, 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?  
*TIP: Sometimes if you ask if a friend or family member can cut your cake, they'll waive the fee.*

CAN WE BRING OUR OWN ALCOHOL?

IS THERE A CORKAGE FEE?

DO YOU HAVE A LIQUOR LICENSE?  
*TIP: If the venue does not have a liquor license, then you will need to add the cost of beverage services to your catering costs.*

HOW IS ALCOHOL PRICED? WHAT KINDS OF PACKAGES DO YOU OFFER?

IS THERE A BAR MINIMUM?

ARE THERE ADDITIONAL FEES FOR BAR STAFF?

YES    NO

YES    NO

NOTES

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# Decor & Rentals

## ARE WE ALLOWED TO BRING IN OUR OWN DECORATIONS?

*TIP: Keep the existing decor in mind when planning your own decorations so that they won't clash. And if your event is during the holidays, ask if there decor changes so that you won't be hit with any surprises.*

## DO YOU OFFER/ALLOW UPLIGHTING OR LIGHTSCAPING IN THE VENUE?

## CAN WE 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. if you're obsessed with string lights, don't forget to double check with the venue.*

## CAN WE USE CANDLES / CONFETTI / SPARKLERS / FIREWORKS / ANIMALS / LAWN GAMES / BOUNCE HOUSES / FOOD TRUCKS / OR ANY OTHER FUN-BUT-POTENTIALLY-DANGEROUS-THING?

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

## NOTES

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# Vendors & Staffing

CAN I USE MY OWN VENDORS, OR DO I HAVE TO USE A PREFERRED VENDOR LIST?

WHAT SERVICES ARE INCLUDED WITH THE RENTAL FEE?

DO YOU OFFER WEDDING PLANNING OR DAY-OF COORDINATION?

DO YOU REQUIRE SERCUIRTY GUARDS?

YES  NO

CAN YOU ACCOMMODATE A DJ OR LIVE BAND?

YES  NO

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 hosts one, ask if you can start the setup the day before.*

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# Logistics

## DO YOU HAVE A SOUND SYSTEM AND/OR MICROPHONES FOR SPEECHES?

*TIP: Check where the outlets are located in the event space, because that will help you figure out where the band can set up and where other vendors can hook up their equipment. You don't want the head table to block the only outlet in the room, for example.*

IS THERE A SPACE FOR COCKTAIL HOUR?

YES  NO

ARE THERE ANY NOISE RESTRICTIONS?

YES  NO

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

CAN UBER OR LYFT GET TO THE VENUE?

YES  NO

CAN YOU ARRANGE SHUTTLE SERVICES?

YES  NO

HOW MANY RESTROOMS ARE THERE?

HOW DO YOU HANDLE ACCOMMODATIONS?

IS THE VENUE HANICAP ACCESSIBLE?

YES  NO

DO YOU PROVIDE TRASH REMOVAL SERVICES?

YES  NO



