

Venue Questions

General

Venue Name: _____

Venue Contact Details: _____

Venue Contact Name: _____

- How many guests can the venue hold?

- How many rooms do we have access to for accommodation? If none, are you affiliated with a nearby hotel that we can get a discount from?

- Would we have exclusive use of the venue?

- How long do we have access to the venue, is it just the day or do we have the day before too?

- Do you have a list of suppliers/ vendors that know the venue well?

- Is there a coordinator to help during day?

- What kind of a discount can you give me if I book my reception here too?

- Does the venue have insurance?

- What's your cancellation policy?

- What's the cost & payment structure?



Venue Questions

General

- Is parking free for my guests & how many spots are available?

.....

- Is there anything I haven't asked that I should know about?

.....

- Is it cheaper if we have our reception on a Friday or Sunday?

.....

- Are there any additional costs or add ons that may come up later that haven't been discussed?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



Venue Questions

Ceremony

- What are my options for music when I walk down the aisle?

.....

- Do you provide a speaker system so that we can have our own song choice played?

.....

- Do you have a band or live performers I can hire to play as I walk down the aisle?

.....

- Who controls the music & timing it as I walk down the aisle?

.....

- Can we have candles lit at this venue?

.....

- What spots do I have access to for photos?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



Venue Questions

Reception

- Do you provide tables, chairs & linen?

- What type of tables do you have (round or rectangle) & how many guests can sit at them?

- How would this room be set up on wedding day?

- How big is the dance floor & do you have to move tables to have the dance floor set up?

- If I have a decorator when & how do they go about setting the room up?

- Will there be other receptions or events taking place on the day?

- Do you provide food, or do we have to book a separate caterer?

- If you do provide the food, can we come in for a menu tasting?

- What alcohol is provided in your packages?

- Do you have staff to clear up after or this something we need to arrange?
