WEDDING VENUE CHECKLIST

- ☐ How many guests can the space accommodate?
- ☐ How much is the rental fee and what does it include?
- ☐ When is the deposit required and is it refundable?
- ☐ What is the venue's cancellation policy?
- ☐ Does the venue provide its own wedding coordinator? If so, is there an extra charge for the service?
- ☐ Will the site be exclusive to this wedding or are other events booked for the same day?
- ☐ Must all vendors be chosen from the venue's preferred list?
- ☐ Are there décor restrictions or can the venue be decorated as desired (including the use of candles)?
- ☐ Can they supply tables, chairs, linens, plates, glassware and silverware?
- ☐ How far in advance can the site be accessed for set-up?
- ☐ How late can guests remain at the venue? Is there an extra charge for overstaying?
- ☐ For an outdoor venue, what is the back-up plan in case of bad weather?
- ☐ Can alcohol be brought in?
- ☐ Are there restrictions on music, such as type, sound level or cut-off time?
- ☐ Are there extra costs for cleaning, insurance, tear-down, etc?
- ☐ How many restrooms are available for guests?
- ☐ How many parking spaces are available and is there a cost to use them?
- ☐ Are overnight accommodations available, either at the venue or nearby?

NOTES