



Venue Question Checklist

Event Essentials

- ☐ Are you available on my event date?
- ☐ How many weddings do you host at your venue per day?
- ☐ How long have you been in business? Can you provide a list of recent event references?
- ☐ What is the maximum guest capacity? What configuration must the room be to accommodate the maximum number of guests?
- ☐ Will I need any permits for my event? If I do, will you assist me in obtaining them?
- ☐ Do you provide a banquet captain or on-site coordinator to assist with meal service and orchestrate the event?
- ☐ What is your typical guest to server ratio?
- ☐ How many hours are included in the venue rental? Will I be charged a fee if we exceed this time limit? (Keep in mind, it generally will take your vendors at least two hours to load in, and usually one hour to load out.)
- ☐ If there is inclement weather on our wedding day, what is the rain back-up plan for the space?
- ☐ How will our vendors load-in for the wedding? Is there a loading dock? Are there special requirements we will need to address for the load-in/load-out for our wedding? (i.e. small elevator; no elevator, no easy access to the venue space, etc.)
- ☐ Is event insurance required?

Event Logistics

- ☐ Are we able to host the wedding ceremony and reception at the venue? If so, where are the two separate spaces located? Or will the ceremony and reception take place in the same space requiring “turn” during the cocktail hour?
- ☐ Is there a space for you and your wedding party to get ready on-site?
- ☐ Where are the restrooms located? Are they handicapped accessible?
- ☐ What sort of light is included in the venue? Is it dimmable?
- ☐ Where is the power located at the venue? Are there any restrictions regarding how much power may be drawn from the standing outlets? Is additional power required?

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- ☐ Are you able to assist with event rentals (tables, chairs, linens) and other event décor (lighting, floral, theme events, etc.)? If so, what will the tables, chairs and linens look like?
- ☐ Are there décor restrictions? (i.e. no candles, confetti, sparklers, etc.)
- ☐ Is there a typical wedding layout? Is there a usual way in which the dance floor, DJ, cake table, is placed in the space?
- ☐ Are there volume (noise) restrictions? (There are often sound ordinances/noise curfews for outdoor venues.)

Catering

- ☐ Is catering included in the space rental? If so, does the venue have a preferred caterer list or is there an in-house caterer?
- ☐ Is it possible to hire a non-traditional caterer – like a food truck? Can we bring in our own food? If so, is kitchen space provided?

**See [Questions to Ask a Caterer](#) for more information about catering questions.*

Alcohol

- ☐ Can we provide our own alcohol for the event or must we purchase it through the venue?
- ☐ Does the venue require you use a certain bar service?
- ☐ If we must purchase alcohol from the venue, what are the bar options and possible bar packages?

Parking

- ☐ Where will guests park? Is there a cost?
- ☐ How easy is it to park at the venue? Is it an easy walk to the venue site?
- ☐ How will my older guests or guests with disabilities be able to access the venue? Is there an alternative entrance they might be able to use?
- ☐ Is the venue close to public transit?
- ☐ Does the venue require hiring a valet or parking service?
- ☐ Is it possible for you to provide hired transportation for your guests (i.e. bus coach, trolley, etc.)?

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Facility extras

- ☐ Are any additional services included in the space rental?
- ☐ Do you offer A/V services? Table and chair rentals? Linen rentals? (If rentals are included, be sure you also ask to see the tables, chairs and linens. The included rentals might completely clash with your wedding color scheme – which will mean you will need to rent these elements separately and incur the additional cost.)

Extra fees

- ☐ Are there any additional fees to be aware of?
- ☐ Gratuity/service charges?
- ☐ Corking fees?
- ☐ Cake cutting fees?
- ☐ If the event goes long, will you be charged an extra fee?

Payment

- ☐ Are there any fees we should be aware of that are not listed in the proposal? (Service or gratuity charges?)
- ☐ What is your payment policy? What forms of payment do you accept?
- ☐ How much of a deposit is required to reserve my date? When is my final payment due?
- ☐ What is your refund or cancellation policy?
- ☐ What is the date reservation process?

*For more information about hiring a caterer, see [Questions to Ask a Caterer](http://www.caseygreenweddings.com/caterer-questions)
(<http://www.caseygreenweddings.com/caterer-questions>)