

WEDDING VENUE

THE IMPORTANT QUESTIONS

VENUE _____

PRIMARY QUESTIONS

Does the venue have enough seated capacity to accommodate your guest list? _____

Is your date free? _____

FIRST THINGS FIRST

Who will actually be here on the day? _____

Is there an in-house wedding coordinator? _____

If there is a coordinator, will they be there for the duration of the reception? _____

Do you have a policy of only one wedding per day? _____

Is the venue available for exclusive use? _____

If so, is there a minimum amount of guests that have to book accommodation for exclusivity? _____

How flexible are your packages? _____

Are there any changes planned to the building before the wedding? (*renovations, painting etc*)? _____

CEREMONY

Which rooms are licensed for ceremonies? _____

Is the ceremony to take place in the same room as the reception? _____

What is the changeover plan for converting to reception? _____

THE FOOD & WINE

Is a complimentary menu and wine tasting included? _____

How many people can attend? _____

How much wine is included per person/how much champagne/tea & coffee? _____

Wine choices – what are the wine choices and upgrade costs? _____

Do you charge a corkage fee? _____

Is the champagne toast complimentary? _____

Are there any additional charges for bar staff/waiting staff? _____

What time is the meal served? _____

Do you cater for special dietary requirements? Coeliacs? Vegetarians? _____

Is there an option for dinner the night before or a BBQ the day after? _____

THE RECEPTION - DECOR & STYLING

What crockery/linen/cutlery provided as part of the package? _____

Will you have a red carpet? _____

What type of tables do you have (*shape, size, top table*)? _____

Are there options? _____

Is any decor/stationery provided (*menus, centrepieces, red carpet, flowers, cake stand*)? _____

Are there alternatives available? _____

Can I move things around and decorate to suit my purposes, or do I have to leave everything as is? _____

Can you gain access to the venue the day before to set up and decorate? _____

THE PARTY

Where does the band set up? _____

Where is the dancefloor/how big is it/does anything have to be moved for the dancefloor? _____

Does the wedding venue already own a sound system with adequate speakers or will that need to be rented? _____

Will the band be able to set up beforehand or does it have to be during changeover? _____

Will the band have to go through the reception to set up or is there separate access? _____

Do you have microphones in the venue for the speeches? _____

Can I hook an ipod/laptop up to your sound system? _____

Is there a late bar? How late will the bar be open? _____

Is there a charge for a bar extension? _____

What time do guests have to leave the venue? _____

ACCOMODATION

Is the bridal suite included in the price? _____

Are rooms provided for the parents? _____

What accommodation does the venue offer? _____

Will there be discounted rates for guests at the wedding? _____

Are there B&Bs and other hotels in the area for guests? Can you provide a list? _____

Are there reliable taxi companies in the area? _____

When is the check out time? _____

PRIVATE VENUES

Can I have a marquee in the grounds? _____

What capacity can be accommodated? _____

Do you have a preferred marquee provider or can we organise our own choice? _____

Are there any preferences for suppliers/is there an in-house caterer, etc? _____

Are kitchen facilities available for use? _____

FACILITIES

Can the bridal party get ready at the venue? _____

Is the venue child friendly? _____

What facilities are available for entertaining children? _____

Is there a lift/facilities/access for the elderly and disabled? _____

Is there enough parking for my guests and is it complimentary? _____

Is there a heated outdoor space for smoking or where my guests can mingle? _____

How many toilets are there? *(You should have at least 10 toilets per 100 people)* _____

Is there somewhere secure to store wedding gifts? _____

Does the venue have public liability insurance? _____

FINANCIAL

Is there a payment schedule? _____

What kind of deposits are required? _____

What's the cancellation policy? _____

What costs are incurred if the numbers on the day differ to the final numbers? _____

Are discounts/packages dependent on certain numbers of guests booking accommodation? _____

Are there special reductions for off-peak? *(e.g. Mon – Thurs or Oct, Nov, Jan – March)* _____