

Venue name: \_\_\_\_\_  
Venue address: \_\_\_\_\_  
Point of contact: \_\_\_\_\_  
Date of tour: \_\_\_\_\_



## Dates

- Is our date available? \_\_\_\_\_
- How many other weddings will be booked that day? \_\_\_\_\_
- Is the venue available for exclusive use? \_\_\_\_\_

## Logistics

- What is the seating arrangement? \_\_\_\_\_
- How many guests does the venue hold? \_\_\_\_\_
- Is there a space for a cocktail hour? \_\_\_\_\_
- What type of tables do you have (shape, size)? \_\_\_\_\_
- How long do we have at the venue? How much are additional hours?  
\_\_\_\_\_
- Is the site handicap accessible? \_\_\_\_\_
- Is parking and/or valet parking available? \_\_\_\_\_
- How many parking spots are available? \_\_\_\_\_
- Is there an overflow or rental lot available? \_\_\_\_\_
- Is public transportation easily accessible from the venue? \_\_\_\_\_
- Is shuttle service available? \_\_\_\_\_
- How many restrooms are there? \_\_\_\_\_
- If an outdoor venue: Is there a backup plan for rain? \_\_\_\_\_
- Is there a coat check available? \_\_\_\_\_
- Are there restrictions for the photographer in terms of flash usage?  
\_\_\_\_\_
- Is the venue child friendly? What facilities are available for entertaining children? \_\_\_\_\_
- Is there somewhere secure to store wedding gifts? \_\_\_\_\_

## Music and sound

- Are there any noise restrictions? \_\_\_\_\_
- Can the venue accommodate a DJ or live band? Are there any restrictions? \_\_\_\_\_
- Where does the band/DJ set up? \_\_\_\_\_
- Where is the dance floor, and how large is it? \_\_\_\_\_
- Do you have a sound system with speakers, or will that need to be rented? \_\_\_\_\_
- Do you have microphones for speeches? \_\_\_\_\_
- Can I hook an iPod or laptop up to your sound system? \_\_\_\_\_

## Vendors, food, and rentals

- IS there a required/preferred vendor list to stick to? Can we use other vendors? \_\_\_\_\_
- Are tables, linens, chairs, plates, silverware, and glassware provided, or will we have to rent them or get them through our caterer?  
\_\_\_\_\_
- If catering is available, can we do a tasting? \_\_\_\_\_
- Can you accommodate special dietary requirements? \_\_\_\_\_
- If using in-house catering, what is the tax and service charge?  
\_\_\_\_\_
- If I hire my own caterer, are kitchen facilities available to them?  
\_\_\_\_\_
- Can I bring in a cake from an outside baker? \_\_\_\_\_
- Is there a cake-cutting fee? \_\_\_\_\_
- Is there an option for a dinner the night before or a brunch the day after? \_\_\_\_\_
- Do you have a liquor license? \_\_\_\_\_
- Can I bring my own booze (and what kind), and is there a corkage fee?  
\_\_\_\_\_
- Is a champagne toast complimentary? \_\_\_\_\_

- How is alcohol priced, and is there a charge for bar staff?  
\_\_\_\_\_
- Is there a bar minimum that must be met? \_\_\_\_\_
- What is the average bar tab for my size guest list? \_\_\_\_\_
- When can we get access to the space to decorate/set up?  
\_\_\_\_\_
- How early can vendor deliveries be made? \_\_\_\_\_
- How long do we have to clean up/tear down? \_\_\_\_\_
- Are there samples of the rentals available to look at? \_\_\_\_\_
- What are the restrictions for decor (including what you can and can't toss, lighting restrictions, what you can hang from the ceiling and on the walls, candles, etc.)? \_\_\_\_\_

## Staffing and coordination

- Is there an on-site venue coordinator? \_\_\_\_\_
- What services are included with the venue coordinator, and are there additional charges? \_\_\_\_\_
- Will the coordinator serve as day-of coordinator? \_\_\_\_\_
- How much assistance can I get with the set up/decor?  
\_\_\_\_\_
- Is any set up/tear down service available? How much does it cost?  
\_\_\_\_\_
- Do you have signage to direct guests to the wedding? \_\_\_\_\_
- Do you provide assistance getting gifts or decor back to a designated place? \_\_\_\_\_

## Shared ceremony/reception spaces

- Can I hold my ceremony here, too? Is there an additional charge?  
\_\_\_\_\_
- What is the setup for a shared ceremony/reception space?  
\_\_\_\_\_

- Do you provide a transition setup for a shared ceremony/reception space? \_\_\_\_\_
- How much time is allocated for the ceremony rehearsal?  
\_\_\_\_\_

## Accommodations

- Are there any suites or private rooms available to get ready or have alone time? \_\_\_\_\_
- Can the wedding party get ready at the venue? \_\_\_\_\_
- What overnight accommodations do you provide? \_\_\_\_\_
- Do you have any partnerships with nearby hotels? Can you provide a list? \_\_\_\_\_
- Do you offer a discount for booking multiple rooms? \_\_\_\_\_

## Money, payments, and liability

- What's included in the fees (rentals, catering, lighting, parking, etc.)?  
\_\_\_\_\_
- Is there a discount for an off-season date or Sunday through Friday?  
\_\_\_\_\_
- How much is the deposit, and when is it due?  
\_\_\_\_\_
- When is the balance due?  
\_\_\_\_\_
- What forms of payment do you accept? \_\_\_\_\_
- What is your cancellation policy? \_\_\_\_\_
- Is the deposit refundable in case of cancellation? \_\_\_\_\_
- What happens if you go out of business?  
\_\_\_\_\_
- Do we need any insurance or permits? \_\_\_\_\_
- Do you have liability insurance? \_\_\_\_\_

