

QUESTIONS TO ASK YOUR WEDDING VENUE

AVAILABILITY & LOGISTICS

NOTES

Is my preferred wedding date available?
If not, are there any surrounding dates available?

How many guests can the venue accommodate?

Can I hold my ceremony here, too?
Is there an additional charge?

How many weddings or events do you host on one day?
On one weekend?

How many hours are included in the rental of the space?
Is there an overtime fee?

Do you have liability insurance?

Is the site handicap accessible?

How many bathrooms are there?
Will we need to rent additional portable restrooms?

Is parking available on-site? How many spaces are there?
Will guests be charged for parking?

Are taxis/rideshares easily accessible from the venue?

If a shuttle service is needed, can you assist with
setting it up?

What overnight accommodations do you provide?
Do you offer a discount for booking multiple rooms—or a
complimentary room or upgrade for the newlyweds?

If no accommodations are available, what are the
nearest hotels to the venue?

AVAILABILITY & LOGISTICS

NOTES

Do you have your own sound equipment and speakers, or will those need to be rented or provided by the entertainment?

Are there noise restrictions?

Is there anything special happening on-site during that time of year?

What is the backup plan for rain or inclement weather?

Are there "getting ready" rooms available on-site?

How much time is allocated for the rehearsal?

VENDORS & SETUP

NOTES

Can we choose our own vendors, or do you have a preferred or exclusive vendor list?

Is there a coordinator on staff?
Who will be my main contact?

Can the venue accommodate a DJ or live band?

What security services do you offer?

Do you provide a coat check service?

What time can my vendors start setting up on the day of the wedding?

Will your staff be involved in setting up and breaking down the decor? In what capacity?

BUDGET

NOTES

What is the venue fee and what is included in the total?
Does it cover service charges, gratuity, and cleaning fees,
or are those additional line items?

What are the rates for different days of the week and
times (Friday, Saturday, Sunday; morning, afternoon,
evening)? What about different seasons?

How much is the deposit and when is it due?
Is it refundable?

How do you structure the payment schedule?

What is the cancellation policy?

FOOD & BEVERAGE

NOTES

Do you have an in-house caterer or a list of preferred
caterers, or do I need to provide my own? Even if there
is an in-house caterer, do I have the option of using an
outside caterer instead?

If I hire my own caterer, are kitchen facilities available
for them?

Is there a food and beverage minimum?

What are the tax and service/gratuity charges?

Can we do a tasting before we finalize our menu?
Is there a charge?

Are tables, chairs, linens, plates, silverware, and glassware
provided, or will I have to rent them myself or get them
through my caterer?

Do you have a liquor license?

FOOD & BEVERAGE

NOTES

Can I bring my own alcohol and is there a corkage fee?

Is there a fee for bringing our own cake or desserts?

Is there a cake-cutting/serving fee?

DECOR & RENTALS

NOTES

What floor plan do you recommend for my guest count?

Are there any decor restrictions? Are candles permitted?

Do you have signage or other aids to direct guests to my event?

Do you provide heaters and/or umbrellas for the outdoor spaces?

ADDITIONAL NOTES
