



VENUE
CHECKLIST



WEDDING VENUE CHECKLIST

On Site Contacts

- Who will be my contact up until the day of the wedding?
- Who will here on the day of the wedding?
- Is there an in-house wedding coordinator?
- If yes, what services do they provide?
- How long are they present on the day of the wedding?
- If not, who will be in charge? The Maitre'd or Banquet Captain?
- How long before the wedding day do you assign that role?
- What is the best way to contact you and your preferred method?

Booking Questions?

- How many weddings can you accommodate on a given day?
- How many weddings would be scheduled to take place in my preferred room choices?
- Is the venue available for exclusive use?
- What time periods would this cover on the day?
- Is there access to the venue the night before or the morning after?
- Do you have a minimum head count or guest number that is charged out for this space?
- Is there a room requirement that forms part of the contract?
- Are there any planned renovations around the time of your wedding?
- What is the allowed time for set up under the contract? How much time is allowed for take down (removal of all items after the event is over)?

Ceremony Space

- Which rooms (or spaces) are licensed for ceremonies?
- Do you have an outdoor space for the ceremony?
- If so, what is the backup plan in case of bad weather?
- Can the ceremony and reception take place in the same room if we wish?
- How much time would be required to reset the room from a ceremony setting to a reception?
- Who is responsible for managing the re-set?

Additional Facilities

- Is there a prep room for the bridal party to use at the venue?
- Is the venue child friendly? Do you have high chairs? Is there a separate room we can accommodate children in? Do you have children's menus? If not, what is the cost per child?
- Can you recommend a babysitting service?
- Is there a lift/facilities/access for the elderly and disabled?
- Is there enough parking for my guests? Is it complimentary? If not, what are the parking fees? Is this negotiable?
- Is there a heated outdoor space for smoking? Do you have furniture we can set up as a lounge seating area?
- How many washrooms (toilets) are there? *You should have at least 10 toilets per 100 people.*
- Is there somewhere secure place to store wedding gifts? Is there a safe to put cards in?
- Does the venue have public liability insurance?

Food and Beverage

- Do you have a menu selection and price list? (check all websites for downloadable information before you call)
- Do you supply all food or can we bring in any of our own? How about the wedding cake? Midnight snack items?
- Do you cater for special dietary requirements? Coeliacs? Vegetarians?
- What time do you like to serve the meal or are you flexible?
- Is there a minimum 'spend' requirement? What is included in that fee?
- Do you supply all beverages or can we bring in any of our own? Water for the ceremony? How about as favors?
- Do you charge a corkage fee?
- What are your choices for wine and the associated costs and/or price list?
- What are your costs for house brands and/or premium brands at the bar? Which brands do you carry?
- How much do you charge for soft drinks and juices?
- Do you offer tastings for our selected menu items? Is it complimentary? How many people can attend?
- Do you charge a 'per person' fee or are the charges based on actual consumption?
- If it is a 'per person' fee, how much wine is included? How much champagne?
- Is tea & coffee service included in the meal cost?
- Are there any additional charges for bar staff/waiting staff?
- Can we have a cash bar or is the only option a hosted bar?
- When is last call?
- What happens to any leftover opened alcohol? Are we charged for open bottles or just actual consumption?
- Is there an option for dinner the night before or a BBQ the day after?
- What are your service fees (charges)?

Décor?

- What crockery (dishware, dinnerware) cutlery, (flatware) and glassware is provided as part of the package?
- What type of tables do you have (shape, size, top table)? How many of each?
- Do you have a standard floorplan you use?
- Is there any flexibility to the standard floorplan? Would you be open to mixing sizes and styles of tables? Example: rounds with banquet tables (rectangles)?
- What table linens are provided? What colour? What size are they?
- Do you have different coloured napkins available? If so, what colours? Can we see them?
- What chairs do you have? Can we see them? (Take photos where possible)
- Are there any other décor pieces available? Cake stand? Cake cutting set? Candles or tabletop lighting? Sign stands? Easels? Centerpiece containers? Aisle runner?
- If not, do you have preferred suppliers? Are we obligated to use them?
- What is your candle or open flame policy?
- Do you provide any stationary such as menu cards or seating charts?
- Can I move things around and decorate to suit my purposes, or do I have to leave everything as is?
- Do you have any room lighting available (par cans)?
- Do you provide draping for head table backdrops? What is the associated cost?
- Who is responsible for setting up and taking down the décor? Do you have recommendations for additional staff that can be hired to assist?
- Can we attach or hang decorations to or from any part of the wall or ceiling? Do you have rigging points (standard built-in points that can safely accommodate a specific weight load as certified by an engineer)? If so, what is the weight limit?
- Do you have ladders or lifts on site? If so, is there an associated cost for using them?
- If the room is free the night before, would you be open to granting access for us to decorate the room?
- Are there any restrictions (particularly for art museums or galleries)? Flash photography? Flowers? Beverages?

Entertainment

- Where would a band set up? Do you provide a dance floor? If so, what does it look like? How big is it? Does it come in sections? If so, how big is each section?
- Do you have a room available for band breaks?
- Do you have a stage? What is the maximum size available? How big are the individual sections?
- Are there built in speakers or a sound system in the venue? Is it adequate for a band or DJ or would outside equipment be required? Is there an additional charge for power?
- 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? A podium? Podium lighting?
- Can I hook an ipod/laptop up to your sound system? If so, is there a fee to do so?

Accommodation

- What accommodation does the venue offer?
- Is the bridal suite included in the price?
- Do you have discounted block room rates? What are they?
- Are you open to negotiating the rates booked on the number of rooms?
- If not, would you be willing to offer complimentary rooms to the parents if a certain number of rooms are booked?
- When is the check out time?
- Are late check-outs available?
- How do you prefer that guests book rooms? Online? Phone?
- Is there a code or specific name they have to give when booking?
- Are there B&Bs and other hotels in the area for guests who wish to stay elsewhere? Would you be willing to provide a list?
- Are there reliable taxi companies in the area? How about bus companies?

Checklist for Private Venues

- Can I have a tent (marquee) on the grounds? What size can be accommodated? How many people would that hold?
- Do you have a preferred tent (marquee) provider or can we organise our own choice?
- Do you have preferred suppliers (catering company, party rental company)? Are we obligated to use them?
- Are kitchen facilities available for use? What is included? Dishes, flatware, glassware?
- Can we see the chairs you have available?

Financial Considerations

- Is there a payment schedule? What deposit is required? Is it refundable? Under what circumstances?
- 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 times? (e.g. Mon- Thurs or Oct, Nov, Jan – March)?

Believe it or not, this isn't a complete list of questions, but it is enough to start narrowing down your final options!

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