

# DIY Venue checklist...



## DIY

- o Do they have a license or do you need to apply for one?
- o Do they have public liability insurance?
- o What structures do they have and what do you need to bring in?
- o Do you need to bring in power or do they have a generator?
- o Do they have a water supply you can have access to?
- o Do they have lighting or do you need to bring this in?
- o Do they have toilets or do you need to hire these in?
- o Do you need to bring in heaters?
- o Do they provide all the tables, chairs, linen, crockery and cutlery etc or do you have to hire these in?
- o When can any hired items be delivered?
- o Do the caterers have access to a kitchen or do they need to be full self contained?

## THE DATE

- o What dates do they have available?
- o Can they provisionally hold a date and if so for how long?

## YOUR CONTACTS

- o Who will be your contact?
- o To what extent do they offer support?

## THE CEREMONY

- o Do they have a license to hold a ceremony there?
- o Where will the ceremony be held?
- o If it's in the same room as the reception how long do they need to turn the room round?
- o If it can be held outside what is the wet weather back up option?
- o What is the maximum capacity for the ceremony?
- o Which registry office covers them?

## THE DRINKS RECEPTION

- o Where will the drinks reception be held?
- o If outside what is the wet weather back up option?
- o Is there some seating or do you need to bring this in?

## THE WEDDING BREAKFAST

- o Where will the wedding breakfast be held?
- o What's the maximum capacity of the room?

## THE EVENING

- o Where is the evening reception held?
- o What is the maximum capacity for the evening reception?
- o What time can the bar stay open till?

## THE SET UP & DECORATION

- o What time do you have access to set up?
- o Are there any extras they can provide i.e. easel for the table plan, red carpet, cake stand, centrepieces etc?
- o Are there any restrictions on what they allow in the room?
- o Do they allow candles?
- o Do they have a dancefloor in house, does this need to be hired in or is one not needed?

## MUSIC

- o Do they have a license for music?
- o Do they allow live music i.e. a band?
- o Do they have a noise limit?
- o What time can music go on till?

## THE BEDROOMS

- o Do they have any rooms onsite?
- o What local hotels do they recommend?

## THE NEXT DAY

- o What time do you need to have packed up the venue the next day?

## SUPPLIERS

- o Do they have a preferred suppliers list?
- o Do they require any paperwork from your suppliers such as public liability insurance or risk assessments?
- o What is the access like for suppliers who are bringing in a lot of equipment?

## THE MONEY

- o Do the prices include VAT?
- o How much is the deposit?
- o When is the final payment due?
- o Do their prices fluctuate depending on month..... or day of the week?
- o What are the costs for extras?
- o Do you have to pay extra for the ceremony room?
- o Can you pay to extend the license, so you can finish later, if so what is the cost?

## OTHER QUESTIONS

- o Do they allow confetti?
- o Where are popular spots for photos?
- o Is there parking at the venue?
- o Can cars be left overnight at the venue?
- o Do they have any planned works for the venue?
- o Do they have a list of local taxi firms they use?
- o Do they allow fireworks or sky lanterns (only if you want to have these)?
- o Are there any other restrictions you should be aware of?
- o Do they have any open days coming up that you can attend?

## DON'T FORGET

- o Read the contract and terms & conditions carefully before signing