



Venue question checklist...

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 looking after you on the lead up to the big day?
- o Who will be managing the wedding on the day?
- o Can you have a final run through meeting with the person managing the wedding on the day?

THE CEREMONY

- 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 Do they have facilities to play music in the room?
- o Will one of their team push play on the music or do you need to find someone to do this?
- 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 Do they have facilities to play music?
- o Will they have waiters to serve the drinks etc?
- o Will people be able to purchase additional/alternative drinks from the bar?
- o Is there some seating?

THE WEDDING BREAKFAST

- o Where will the wedding breakfast be held?
- o What's the maximum capacity of the room?
- o What shape and sized tables do they have and how many people do they suggest seated on each table?
- o Do they have facilities to play music in the room?
- o How long do they need to serve the meal?

THE SPEECHES

- o Do they have a microphone for the speeches?

THE EVENING

- o Where is the evening reception held?
- o What is the maximum capacity for the evening reception?
- o Do they need a turnaround period from the day and if so how long will it take?
- o Do they need to remove tables to make space for dancing?
- o Where will the band/DJ set up?
- o When can the band/DJ set up?
- o When does the kitchen close and therefore evening food need to be served by?

THE SET UP & DECORATION

- o What time do you have access to set up?
- o Do they provide all the tables, chairs, linen, crockery and cutlery etc?
- 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?

THE FOOD

- o Do they offer a food tasting and is there a charge?
- o What dishes come with supplements?
- o Is there flexibility with the menus?
- o What do they do for special dietary requirements?
- o What options do they have for canapes/nibbles during the drinks reception?
- o What options do they have for food in the evening?
- o Do they allow any outside caterers to come in?

THE BAR

- o What are the prices of the drinks at the bar?
- o Do they take cards as well as cash?
- o Do they allow corkage?
- o What time does their bar license go on till?
- o Can they serve bespoke cocktails created especially for your wedding?



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?
- o If you are having a band will there be a room that they can use to get changed in?

THE BEDROOMS

- o How many rooms do they have at the venue?
- o If they don't have any room or enough where do they suggest as local overflow hotels?
- o Can they hold a block of room for a period of time to allow your guests to book them?
- o Can they offer a special rate?
- o Is there a code or reference guests should give to get the special rate?
- o How long will they hold the rooms for?
- o Do they offer a Bridal Suite included for the night of the wedding?
- o What time is check in?
- o If people arrive before check in and their rooms are not ready can they leave their luggage?
- o If people arrive before check in and their rooms are not ready where can they use to get changed?
- o Is it possible for any of the bridal party to get ready at the venue on the morning of the wedding?
- o What time is check out?

THE NEXT DAY

- o What time do you need to have vacated the venue the next day?
- o Can they organise a group table or private room for you to have breakfast in with your guests, so you can all be together?
- o What time is check out?

SUPPLIERS

- o Do they have a preferred suppliers list?
- o What can they do for "supplier meals" and what is the cost?
- 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 Is there a service charge?

- 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 Is there a package and if so how much does it cost and what is included?
- o If there is a package is the flexibility on what's included?
- o What costs are extra to the package?
- o If they do not offer a package do they have a room hire?
- o If they do not have a package is there a minimum spend for food and beverage?
- o What are the prices for the food and beverage?
- 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?
- o If you are having children what is the charge for them and what do they get included?

THE NITTY GRITTY

- o When do you have to give final numbers?
- o Are you bound by minimum numbers?
- o When do you have the confirm final details?
- o When do you need to provide the seating plan?

OTHER QUESTIONS

- o Do they host more than one wedding per day?
- 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