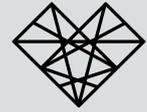


Venue

Address

Contact information

Website



FIND MY  
perfect venue

## venue availability + size

Is our preferred wedding date available?

Option 1: / /  Option 2: / /

Will we have exclusive use of the venue on our wedding day?

What are the rates for different days or times?

- Friday \$  Afternoon \$  
 Sunday \$  Evening \$  
 Wednesday \$

What is the ideal number of guests for this space?

How long do we have at the venue?

Details:

## venue location + parking

Do you supply location maps/directions we can include with invitations?

What parking facilities are available?

- Onsite parking. How many parking spots are available?  
 Is there an overflow area available? Where?  
 Valet parking  
 Bridal car parking  
 Guests will need to find alternative parking  
 Is a shuttle service available?  
 Is public transportation easily accessible from the venue? Where?

## venue facilities + special mentions

- |   |  |
|---|--|
| <input type="radio"/> Bridal suite or quiet space                     | <input type="radio"/> Chapel on site             |
| <input type="radio"/> Toilets (Aim for 4 per 100 guests). How many?   | <input type="radio"/> Church nearby              |
| <input type="radio"/> Cloakroom?                                      | <input type="radio"/> Gardens                    |
| <input type="radio"/> Dance Floor. Capacity:                          | <input type="radio"/> Grand ballroom             |
| <input type="radio"/> DJ/band/IPOD Setup details:                     | <input type="radio"/> Feature barn doors         |
| <input type="radio"/> Do you have microphones for speeches?           | <input type="radio"/> City skyline view          |
| <input type="radio"/> Photo booth                                     | <input type="radio"/> Deck                       |
| <input type="radio"/> Projector                                       | <input type="radio"/> Pergola                    |
| <input type="radio"/> PA system                                       | <input type="radio"/> Gazebo                     |
| <input type="radio"/> Is there climate control?                       | <input type="radio"/> Significant tree           |
| <input type="radio"/> In house stylist available?                     | <input type="radio"/> Water feature              |
| <input type="radio"/> Floristry included?                             | <input type="radio"/> Historic landmarks on site |
| <input type="radio"/> Is there somewhere safe to store wedding gifts? | <input type="radio"/> Floor to ceiling windows   |
| <input type="radio"/> Furniture available for hire? Details:          | <input type="radio"/> Chandelier                 |
|   | What else we loved                               |
|   | Details  |
| <input type="radio"/> Props available for hire? Details:              |  |

## venue booking, payment + insurance

Can they meet our budget?

Is there a minimum spend or booking fee?

If we don't/can't meet minimum spend, what flexibility do we have/what substitutions can be made?

(Example: Can we upgrade beverage package to meet the minimum spend).

Details:

Can we upgrade our beverage package to meet the minimum spend?

Are there any consequences for not fulfilling the food and beverage minimum?

Details:

What are the payment terms?

Details:

Do you need to pay a deposit to secure your wedding date?

Is there a payment plan? When is first/last payment due?

Details:

Is the deposit refundable in case of cancellation?

What are the contract terms?

Details:

Can they confirm any arrangements in writing?

What's the last possible date that we can make changes?

Details:

How much do they charge for extra hours?

Details:

Are there hidden costs like cleaning fees?

What's the cancellation policy?

Details:

What happens if you go out of business?

Will there be any building works or garden maintenance carried out on the before or of our selected wedding date? (Mud, manure + other fun things)

Details:

Do we need any insurance or permits?

Details:

Do you have liability insurance?

## staffing + co ordination

Is there a venue coordinator to make sure things runs smoothly on the day?

Who will be our in house contact person be before the wedding? On the day of our wedding?

Can we meet them now?

What will they take care of for you?

Details:

Will they set out the table settings and the place cards?

Will they confirm vendors?

Do you have access to the venue coordinator prior to wedding eg. Wedding rehearsal

How much time is allocated for the ceremony rehearsal?

Details:

## venue showstoppers

- Can we hold our ceremony here, too?  
Additional charge \$ \_\_\_\_\_  
What is the setup for a shared ceremony/reception space?  
Details: \_\_\_\_\_
- Do you provide a transition setup for a shared ceremony/reception space?  
\_\_\_\_\_
- Can disabled guests be accommodated?  
Details: \_\_\_\_\_
- Does your venue have a dodgy weather back up plan?  
Details: \_\_\_\_\_
- Is your venue pet friendly  
Details: \_\_\_\_\_
- Is your venue child friendly  
Details: \_\_\_\_\_

## wine + dine

- Is there a space for post ceremony canapés and activities?  
Details: \_\_\_\_\_
- Are there options for dinner the night before or brunch the day after?  
Details: \_\_\_\_\_  
Does this venue accommodate the following food options:  
 Finger food  Buffet  Sit down meal  Food trucks  
 Other \_\_\_\_\_
- If using in house caterer:  
\_\_\_\_\_
- Can we do a tasting before choosing our options?  
\_\_\_\_\_
- Is the venue flexible with their menu choices?  
\_\_\_\_\_
- Can we make suggestions?  
\_\_\_\_\_
- Are there extra menu costs? (Alterations to the menu, for cutting and serving the cake?).  
Details: \_\_\_\_\_
- Does the venue provide catering for children?  
Can the venue provide alternative meal options to suit:  
 Allergies  Vegan  Vegetarian  Gluten Free  
 Other requirements \_\_\_\_\_
- What vendor meals are provided?  
Details: \_\_\_\_\_
- What is the venue's policy when it comes to this?  
Details: \_\_\_\_\_
- Are they able to be served before or at the same time as guests? (Full bellies + well deserved break + back to capturing candid moments).  
\_\_\_\_\_
- If using own caterer:  
\_\_\_\_\_
- Are there limitations on which caterers we can use?  
Details: \_\_\_\_\_
- Will our caterer have access to a kitchen, power, running water, etc?  
\_\_\_\_\_
- What catering equipment is supplied?  
 tables  linens  chairs  
 plates  silverware  glassware  
Or will we need to rent these through our caterer?  
\_\_\_\_\_
- Does this venue accommodate the following beverage options:  
\_\_\_\_\_
- In house beverage package?  
\_\_\_\_\_
- Are things like spirits included?  
\_\_\_\_\_
- Bar Tab?  
What is the average bar tab for our size guest list? \$ \_\_\_\_\_  
On consumption?  
Combination of above?  
\_\_\_\_\_
- BYO OK?  
Details: \_\_\_\_\_

- Is there a corkage cost?  
\_\_\_\_\_
- Is there a bar minimum that must be met?  
How late will the bar be open?  
\_\_\_\_\_
- Is a champagne toast complimentary?  
\_\_\_\_\_

## noise, fireworks + helicopters

- Are there any noise restrictions?  
Details: \_\_\_\_\_
- Do you allow professional firework displays at your venue?  
\_\_\_\_\_
- Do you have landing permission should we want a helicopter to whisk us away after the evening reception?  
\_\_\_\_\_

## vendors, rentals + decor

- What type of tables do you have?  
Shape: \_\_\_\_\_  
Size: \_\_\_\_\_
- Do you have a list of preferred vendors?  
\_\_\_\_\_
- Do you we have to use them?  
\_\_\_\_\_
- Who is responsible for setting up and tearing down the decor, and when will it be completed?  
Details: \_\_\_\_\_
- What restrictions are there on decorations? (Candles, flowers, wall and ceilings)  
Details: \_\_\_\_\_
- What decor items can you bring in?  
Details: \_\_\_\_\_
- What items can you remove from the room?  
Details: \_\_\_\_\_
- What decor/linen is included  
 Linens  Centrepieces  Draping  Lighting  
Details: \_\_\_\_\_
- Are the tables/chairs/linens appropriate?  
\_\_\_\_\_
- Can the venue accommodate any changes to tables/chairs/ linens?  
Details: \_\_\_\_\_
- What kind of confetti does your venue allow, and will they charge you for the cleanup of it afterwards?  
Details: \_\_\_\_\_
- Are there restrictions for the photographer in terms of flash usage?  
Details: \_\_\_\_\_
- Do you have signage to direct guests to the wedding?  
Details: \_\_\_\_\_
- When can my vendors arrive for setup?  
\_\_\_\_\_
- Other details worth noting:  
\_\_\_\_\_

## accommodation

- Do you have bridal or guest accommodation onsite?  
\_\_\_\_\_
- Do you offer a discount for booking multiple rooms?  
\_\_\_\_\_
- Do you provide a complimentary suite to the bride/groom for their wedding night?  
\_\_\_\_\_
- Can the wedding party get ready at the venue?  
\_\_\_\_\_
- Do you have any partnerships with nearby hotels + B&B'S?  
Can you provide a list?  
\_\_\_\_\_