

NEW

IMPORTANT Q's

when considering your a wedding venue

- Is my wedding date available?
- How many hours do I have for set up?
- What is the earliest time I can set up?
- How many hours do I have for break down?
- Can we ship/ drop off items?
- Do you have a preferred vendor list?
- What is included in my venue rental?
- Do you have additional services or items available for rent (i.e. upgraded chairs, linens, etc.)?
- If any, what are my decor and design restrictions?
- Is there FREE wifi available to my guests or vendors?
- Is there parking available? If so, is there a fee and how many can you accommodate?
- Do I need to provide security for my event or is that included in your service?
- Do you require any event insurance or is that included in your fee?
- What is the venue cost and what does it include? If I choose to do my ceremony here as well, is there an additional fee?
- What are the deposit requirements and payment options?
- What additional fees are in addition to the venue cost (i.e. service fee, tax and gratuity)
- What are your cancellation policies and weather contingency plans?
- Do you have a liquor license?
- What are my time restrictions? (do I have to be completely out by a certain time)
- Can we bring our own alcohol and caterer?
- If catering and alcohol is provided through the venue, what are the minimums and what happens if we do NOT meet them?

VENUE NOTES

Use this area to jot down any additional notes or specific likes or dislikes that may help you rule out or choose your wedding venue.

