Questions to Ask Your Wedding Venue

Entire Occasions

General Questions

- [ ] Do you have our date free?
- [ ] Do you have a policy of only one wedding per day?
- [ ] What is your minimum/maximum number of guests for sit down meal?
- [ ] Do you have a wedding package? What is included in each package? Are your packages flexible? How much are your packages?
- [ ] Do you have a wedding coordinator? Will he/she be there on the day of the wedding?
- [ ] Do you have a license to hold civil ceremonies at your venue?
- [ ] Is the venue available for exclusive use? If so is there a minimum amount of guests that have to book accommodation for exclusivity?

The Evening

- [ ] How many extra guests can be accommodated in the evening?
- [ ] What time will our guests have to leave the venue?
- [ ] Where does the band set up? Where is the dance floor/how big is it/does anything have to be moved for the dance floor?
- [ ] Can we hire our own DJ?
- [ ] Do you have a PA system for speeches?
- [ ] Is there a night curfew/noise level restriction?

Accommodation

- [ ] Is there complimentary accommodation for the bride and groom?
- [ ] Can the bridal party get ready at the venue on the day of the wedding?
- [ ] Is there accommodation for guests? How many rooms? What price is it per room?
- [ ] What is parking like in the area? Are the guests allowed to leave their cars overnight?

Style

- [ ] What type of tables do you have (shape, size, top table)?
- [ ] Is any decor/stationery provided (menus, centrepieces, red carpet, flowers, cake stand)? Are there alternatives available?
- [ ] Can we bring our decorations to the venue the day before?
- [ ] Can we see the room(s) set up for a wedding?
- [ ] Will there be a toastmaster/somebody to announce us to the reception and guide the guests around?
- [ ] Is it possible to have candles burning during the ceremony/reception?
- [ ] Is it possible to have fireworks in the evening?

Food and Drink

- [ ] How much is the house wine and/or champagne for toasting? Can we bring our own wine?
- [ ] Do you charge corkage?
- [ ] Can we have a menu tasting? If so, what does the menu tasting cost?
- [ ] Do you cater for special dietary requirements?
- [ ] How are guests received? Where do guests meet before going into the main room?
- [ ] How long should we allow for pre-reception drinks?
- [ ] What time is the meal served?
- [ ] How is the main meal served?
- [ ] Is there an option for dinner the night before or a BBQ the day after?
- [ ] What is on the evening menu? What price is it per head?
- [ ] Are we allowed to hire our own caterer?
- [ ] Is there a possibility of a bar extension? If so, how much will it cost?
- [ ] Is it possible to play music during the meal? Is there a sound system for an iPod/CD? Can a member of staff take care of this?

The Details/Money

- [ ] How much is the deposit?
- [ ] What percentage is paid before the wedding/after the wedding?
- [ ] When would we need to give final numbers?
- [ ] What costs are incurred if the numbers on the day differ to the final numbers?
- [ ] Are there any changes planned to the building before the wedding (renovations, painting etc.)?
- [ ] Where is the best place to take photos in/near the venue?
- [ ] Is there a designated smoking area for the guests?
- [ ] Is your venue wheelchair accessible?
- [ ] Do you have weather contingency plans for an outdoor wedding? Are there extra costs?
- [ ] Is there a secure place to store wedding gifts?
- [ ] What is your cancellation policy/charges?