



Questions to Ask at Venue Tours

Venue: _____

Venue Contact Name & Email: _____

Rental Fee: _____ Minimum: _____ Per Person: _____

1. What date, packages, and time slots are available?

2. How many other weddings/events are booked on the day you are interested in booking?

3. What type of deposit is required and what is the schedule of payments?

4. What is the cancellation policy?

5. What is the maximum capacity of the reception site? _____
6. Is the venue handicap accessible? yes no
7. Can the space be reserved until you have seen other sites? yes no
8. How many hours are provided in the package for load-in, setup, teardown, and clean-up? _____
9. What time can vendors arrive for setup? _____
10. What are your decoration rules? _____
11. Do we need to obtain a permit for anything? yes no
12. Who will be in charge of our wedding - both leading up to it and on the day-of?

13. Do you work with an exclusive list of vendors? yes no
14. Do you provide tables, chairs, and linens? yes no What style and sizes of linens are available if provided?

15. Do you provide china, glassware and flatware? yes no
16. When is the final guest count due? _____
17. Will you set out any décor? yes no (DIY brides make sure to ask if the venue coordinator will place out centerpieces and any décor elements you are providing. If not, can you enter the venue the day before or how much setup time is allowed prior?)

18. Are there any columns or obstructions in the room that can block guests' views?
 yes no
19. Do you have any photographer/videographer limitations? yes no
20. Is there a changing room or bridal suite available? yes no Is that included in the package? yes no Fee? _____
21. If there is a piano is it included? yes no Fee? _____
22. If there are any fireplaces, firepits, fountains, etc., are they included? yes no Fee? _____
23. Are fireworks or sparklers allowed? yes no
24. Can we view the site when another wedding is being set up? yes no
25. Is rehearsal time included? yes no
26. How many restrooms are there? _____
27. Do you provide any music or sound system? yes no
 - o Mic? yes no
 - o Video? yes no
28. Are there any rules or restrictions in regards to music? yes no
29. What type of electricity and power is available? _____
30. Is security required? yes no
31. Is coat check provided? yes no Fee? _____
32. How much parking is included? _____
33. Is valet provided? yes no Fee? _____
34. Is the venue easily accessible by limos, trolley, shuttle bus, etc.? yes no
35. If the venue is outdoors, what is the backup location in the event of inclement weather? _____
36. Will the premises be sprayed for bugs prior to the wedding day? yes no
37. Do you allow rose petals or candles? yes no
38. What time do guests have to leave the venue? _____
39. Is wedding insurance required? yes no
40. Can any items be left here over night or do we need to pack everything up following the conclusion of the reception? yes no
41. Are there any other rules or fees that we have not discussed?

Notes/Pros/Cons: _____

