



Venue Site Questionnaire

Date:

Ceremony Site:

Contact Name & details:

Estimated Cost:

Deposit Required:

Total Cost:

Notes:

Reception Site:

Contact Name & details:

Estimated Cost:



Deposit Required:

Total Cost:

Notes:

Is the venue available on the date you have chosen? List other alternate dates available

What is the guest capacity?

How many hours do you have access to the venue?

Is there a cut off time?

Set up & break down times? Are there fees for overtime?

Do you charge per person, per hour, or a flat rate?

What is included in the venue rental fee?

- a. Plates
- b. Chairs
- c. Tables
- d. Linens
- e. Decor items
- f. Accommodations
- g. Bridal suite
- h. Grooms Lounge
- i. AV Equipment?

Facilities

Do you include accommodation?

Will I be able to have a ceremony & reception at your venue?



What is the turnaround time if the same chairs are used for the ceremony & reception?
And is there an additional cost for this service?

Do you have facilities to accommodate people with disabilities?

Can you show me an example of a wedding set up at your venue?

How many staff members are needed for _____ amount of guests?

Do you have security on site during events?

How many bathrooms do you have & will there be a kitchen for food prep and accommodations?

Do you have adequate power outlets for lights, audio, etc?

Do you have a liquor license or can I bring my own alcohol? What is the charge for bringing my own alcohol? Do you have your own bartenders or will we need our own?

What lighting options do you have for the venue & who will control them on the wedding day? Do you have uplighting?

Will we need to bring our own dance floor?

Do you have plenty of parking for _____ guests and will there be lighting for them when they exit?

Extras

Do you have an alternative option in the case of bad weather & also AC & Heat if the weather is cool/warm?

Are there any restrictions?

- Children
- Pets
- Sound restrictions
- Decor and lighting restrictions
- Dress code, etc



Do you have a preferred vendors list and do we have to use any certain vendors? May we bring our own? And are there any additional charges for bringing our own vendors?

Do you have an on site coordinator or a day of coordinator?

If so, will they set up centerpieces, etc? Do they direct vendors, assist the bride, leave after the grand march or stay, etc?

What are your change of date policies or COVID policies & are they subject to change? What about a cancellation policy?

Do you have a contract & may we review it?

Do you require any permits, licenses, and/or insurances of any vendors or us?

Will the rehearsal be included in the price? If so, will your coordinator direct that?

Will there be any other events on the same day of our wedding & will we have plenty of time to set up before/clean up after?

Are there any hidden or additional costs such as security, servers, etc.?

