

Questions To Ask Your Wedding Venue

What is the maximum and minimum number of guests you can have in each room?

Is there a minimum charge for the venue?

Is there a minimum charge per head?

Do you need a deposit and how much?

When do you need final payment by?

When would you need final numbers by?

Will we be the only wedding on the day?

Do you have easy access for everyone?

Is there enough parking for everyone?

Can you provide discounts on accommodation for our guests?

Is there a complimentary room for the Bride and Groom included in the price?

Do you have insurance?

What is your cancellation policy if we need to move the date? Or if you need to cancel?

Food & Drinks

Can we change the menus?

Do you cater for children?

Can you cater for special dietary needs?

Can you cater for allergies?

Can we bring in our own caterers?

If yes, will they be able to use your kitchens?

When would you need to know the menu by?

When would you need to know our guests menu choices by?

What are your drinks packages?

Can we make changes to this?

If we don't drink all of our allocation of wine will there be a refund?

Can we bring our own wine?

Do you have a corkage price?

Will you have a bar just for our guests?

If we have a free bar, how will you record the drinks?

When will the bar be open from and until?

Does the price include a menu tasting for us to decide on the food?

What's Included?

What is included at the venue?

- Table and chairs
- Linens – what colors?
- Crockery and Glasses
- Staff – wedding co-ordinator and event manager on the day
- DJ
- Dance floor and how big is this?
- Wedding tent
- Cake stand and knife
- Table decorations
- Table numbers
- Wedding menus

Suppliers

Can we have our own suppliers for decorating, DJ, flowers etc?

What insurance/ certificates will they need? And will you need to see it?

When will our suppliers be able to have access to the room?

Restrictions

Can we have;

- Candles?
- Confetti?
- Balloons?

Logistics

Is there somewhere safe to store presents?

How soon will we be able to have access to the room before our wedding for decorations?

When will we need to clear everything away by?