

# Questions to ask your wedding venue before booking

*Creamery 201*

## *The Big 6*

1. How much does the venue cost?
2. Is the venue available on your desired wedding day?
3. How many people can the venue accommodate?
4. How many hours are included in the venue cost?
5. What is included in the venue cost?
  - a. Chairs, tables, linens, decor, lighting, sound equipment, etc.
6. What additional fees are not part of the venue cost? (hidden fees or small print fees)
  - a. Staffing fee, setup fee, excess garbage fee, throw-up fee, service fee, cake cutting fee, damages fee, ceremony fee, etc.

## *Cost*

7. What is the cost difference versus in-season and out of season?
8. What is the cost difference between Thursday, Friday, Saturday, and Sunday weddings?
9. What is not included in the venue cost?
  - a. Gratuity, sales tax?
10. How does the payment process work?
11. What is the cancellation policy?
12. How much is the deposit? When is it due?
13. When does the final bill have to be paid?
14. What forms of payment do you accept? If you use a card, is there a processing fee?
15. Will you get an estimate of your costs?
  - a. Bar estimate?
  - b. Food estimate?
  - c. Overall estimate?

## *Service*

16. How involved is the venue staff on the wedding day?
17. Is there a "day-of-coordinator" or a "point-of-contact?"
  - a. There is a big difference!
18. Does staff help get you down the aisle?
19. Does staff help get vendors in and out?
20. Does staff clear tables?
21. Does staff help pack up gifts and/or decor at the end of the night?

22. Who is responsible for the setup of tables, chairs, decorations, etc.?
  - a. If the venue doesn't do this, when would you come in and setup?
23. Who is responsible for breaking down tables and chairs at the end of the night?
24. Who is responsible for the cleaning of the venue?

## *Details*

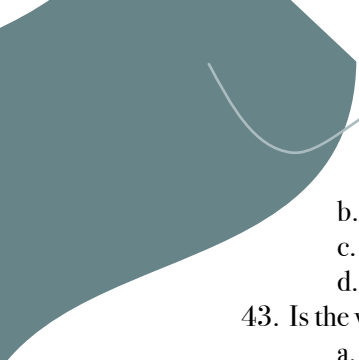

25. Do you get a wedding rehearsal at the venue?
  - a. What day/time would it be?
  - b. Does staff help run the rehearsal?
26. When do you have to have everything out by?
  - a. Is there a fee if you stay later than the venue allots?
27. Is there a bridal suite/groomsmen suite/bridal party suite?
28. Are you allowed to bring in your own decorations?
29. Are there any restricted items you can't bring in?
  - a. Confetti, bubbles, sparklers?
30. Do you need insurance?
  - a. You might consider getting insurance - even if it's not required

## *Guests*

31. When do you need a guest count?
32. Does price change on guest count?
33. Will your guests feel cramped in the space?
34. If your ceremony and reception are in different locations, how far do guests have to travel?
35. Is the venue handicap-accessible?
36. Is the venue temperature controlled?
37. Is there convenient parking?
38. What are the bathrooms like?
39. Is there a space for smoking?

## *Food & Drinks*

40. Is there a "preferred vendor" list?
  - a. Is it a requirement or recommendation?
41. Do you have an in-house caterer?
  - a. What is the cost?
  - b. Is there a minimum spend requirement?
  - c. Do you offer food tasting? Extra charge?
  - d. Can you request food outside of the menu?
  - e. How do you accommodate guests with dietary restrictions?
  - f. What happens if your guest count goes down? When do they need a final guest count?
  - g. Is food pricing subject to change?
42. If there is an in-house caterer, do you have the option of using an outside caterer instead?
  - a. Do they have to be a licensed caterer?

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- b. Is there a space available for them to use?
  - c. Is there an additional fee?
  - d. Is there a plate fee?
43. Is the venue a fully licensed bar?
- a. Some venues just have a beer and wine license.
44. If not, can you bring in your own alcohol?
- a. Bartender staffing?
45. How is alcohol priced?
- a. Per person?
  - b. Per consumption?
46. Is there a bar minimum?
47. Are there any bar fees?
- a. Throw-up fee, bartender fee
48. Is bar pricing subject to change?
49. Does the venue allow specialty drinks?