

Questions to ask a wedding venue



Venue Name:

Phone:

Venue Address:

E-mail:

Venue Availability & Booking

Is our preferred wedding date available?

How many weddings or events do you host per day

Are there any discounts for booking during off-peak seasons or weekdays?

How far in advance do we need to book the venue?

What is the maximum guest capacity for the venue?

Costs & Payments

What is the total rental fee for the venue?

Are there any hidden fees or additional costs (service charges, cleaning fees, overtime)?

What is the deposit amount, and when is the full payment due?

Do you offer payment plans?

What is your cancellation or refund policy?

Logistics & Set-Up

What is the set-up and teardown time for the wedding day?

Are there any restrictions on vendors or do you have a preferred vendor list?

Is parking available for guests? Is it free or paid?

Is there a contingency plan in case of bad weather (for outdoor venues)?

Are there any changing room areas for the bride, groom, and/or wedding party?

Are cabs or rideshare services readily available at the venue?

If we need a shuttle service, can you assist in coordinating its arrangement.

How many restrooms are available?

Do you have a sound system, microphones, or projectors available?

Is there a designated area for the cocktail hour?

Are there any noise restrictions in place?

Catering & Bar Services

Do you have an in-house caterer or a list of "preferred" caterers, or should I arrange for catering myself?

Even if there is an in-house caterer available, can I choose to hire an external caterer instead?

If I decide to hire my own caterer, will there be a kitchen available for them?
Do you charge additional fees if they need to bring in refrigerators and stoves.

Is there a minimum requirement for food and beverages?

Could you please provide information on the tax and service charge?

Can we schedule a food tasting before confirming our menu selection, and is there an additional cost involved? (Dietary restrictions and food allergies)

Will tables, linens, chairs, plates, silverware, and glassware be provided, or do I need to rent them myself or acquire them through my caterer?

Do you provide bar services? What are the options for drinks (open bar, cash bar)?

Are we allowed to bring our own wine, beer, or champagne?

Is there a corkage fee if we provide our own alcohol?

Are you permitted to serve alcohol?

How is alcohol priced, and is there a minimum at the bar?

Are there extra fees for bar staff?

Decor & Rentals

Do you have any decor items such as lighting, candle holders, vases, etc., available for borrowing?

Can I Rearrange objects or Must I Keep Everything in Place?

Are we permitted to bring our own decorations?

Do you offer signage or guidance to direct guests?

Do you offer heaters and umbrellas for outdoor spaces?

Accommodations & Amenities

Do you offer on-site accommodation for the wedding party or guests?

Are there bridal and groom suites available for getting ready?

Is the venue accessible for guests with disabilities?

Venue Restrictions & Other Considerations

Are there any restrictions on decor (confetti, candles, sparklers)?

Can we bring our own vendors (florists, photographers, etc.)?

Can we have both the ceremony and reception at the venue?

Are fireworks or special effects allowed?

Can we schedule a rehearsal, and is there a fee?

What is the backup plan for power outages or technical issues?