

ELOISE

THE



PHOTO: MEGHAN LEE HARRIS

Questions to Ask
Your Venue

Venue Questionnaire

WE HAVE A DATE IN MIND, DO YOU HAVE IT AVAILABLE? YES NO

IF NO, DO YOU HAVE OTHER DATES AROUND THAT TIMEFRAME? _____

HOW MANY PEOPLE CAN THE VENUE ACCOMMODATE? _____

WHAT IS THE RENTAL FEE? \$ _____

WHAT DOES THE FEE INCLUDE? _____

WHAT IS THE RENTAL TIME? _____

IS THERE A FEE IF WE GO LONGER? YES NO \$ _____

HOW MUCH IS IT TO RESERVE MY DATE? _____

WHEN IS IT DUE? _____

WHAT IS THE CANCELLATION POLICY? _____

CAN WE HAVE OUR CEREMONY HERE? YES NO

IS THERE AN ADDITIONAL COST? YES NO \$ _____

HOW MANY WEDDINGS/EVENTS DO YOU HAVE IN A DAY? _____

DO YOU HAVE AN AREA FOR THE WEDDING PARTY TO RELAX/GET READY BEFORE
THE CEREMONY? YES NO _____

WHAT IS THE BACKUP PLAN FOR AN OUTDOOR CEREMONY? _____

DO YOU HAVE A PREFERRED VENDOR LIST? YES NO _____

WHAT IS YOUR CATERER POLICY? (IN-HOUSE, OUTSIDE, FOOD TRUCKS, ETC.)

NOTES:

Venue Questionnaire

ARE YOU LICENSED TO PROVIDE ALCOHOL SERVICES? YES NO _____

WHAT BAR PACKAGES DO YOU OFFER? _____

DO YOU HAVE BAR STAFF? YES NO

IS THERE AN ADDITIONAL FEE FOR BAR STAFF? YES NO \$ _____

IS THERE A BAR MINIMUM? YES NO \$ _____

IS THERE A SEPARATE SPACE FOR COCKTAIL HOUR? YES NO

WHAT TIME CAN OUR VENDORS SET UP? _____

DO YOU HAVE A SOUND SYSTEM/MICROPHONES FOR SPEECHES? YES NO

IS THERE A FEE FOR THIS? YES NO _____

ARE THERE ANY NOISE RESTRICTIONS? YES NO _____

CAN THE VENUE ACCOMMODATE A DJ OR BAND? YES NO

WHAT TIME IS LAST CALL/MUSIC? _____

IS THERE PARKING ON SITE? YES NO IS THERE A FEE? YES NO

DO YOU HAVE RESTROOMS? YES NO

ARE THERE OVERNIGHT ACCOMMODATIONS NEARBY? YES NO

IS THE VENUE HANDICAP ACCESSIBLE? YES NO

ARE WE ALLOWED TO BRING IN OUR OWN DECORATIONS? YES NO

ARE THERE ANY DECOR RESTRICTIONS? YES NO _____

DO YOU HAVE ANY DECOR FOR RENT? YES NO _____

WILL THERE BE STAFF DURING OUR WEDDING? YES NO

IS THERE A FEE FOR THIS? YES NO \$ _____

WHAT IS THE STAFF RESPONSIBLE FOR DURING OUR WEDDING? _____

WHO IS RESPONSIBLE FOR CLEANING AFTER OUR WEDDING?

DO WE NEED ANY INSURANCE OR PERMITS? YES NO _____

Venue Questionnaire

OTHER NOTES:

PROS OF CHOOSING THIS VENDOR

CONS OF CHOOSING THIS VENDOR

FINAL THOUGHTS