

Wedding Venue Checklist

Everything You Need to Ask Before Booking

Basic Information

Venue Name: _____

Contact Person: _____

Phone/Email: _____

Tour Date: _____

Availability

- Is my preferred date available?
- Is there a backup option for outdoor spaces?
- How many events do you host per day?

Cost & Payments

- What is the rental fee?
- Is pricing per guest or a flat fee?
- What is the deposit required?
- When are payments due?
- What is the cancellation/refund policy?

Capacity & Layout

- What is the maximum guest capacity?
- Is there space for both ceremony and reception?
- Is there a dance floor area?
- Is there a bridal suite/groom's room?
- Are there indoor/outdoor options?

What's Included

- Tables and chairs
- Linens, dishware, glassware
- Lighting and sound system
- On-site coordinator or manager
- Setup and cleanup staff
- Parking/valet or shuttle service

Vendor Policies

- Can we bring in our own caterer?
- Are we required to use preferred vendors?
- Can we bring our own alcohol?
- Are there restrictions on décor (candles, confetti, hanging items)?

Food & Beverage

- Do you offer in-house catering?
- Can we schedule a tasting?
- Are dietary restrictions accommodated?
- Do you have a liquor license?
- Is bar service included or separate?

Logistics

- When can setup begin on the wedding day?
- How late can the event go?
- Is there a noise curfew?
- Is security required or provided?
- How many restrooms are available?
- Is the venue ADA accessible?

Extra Fees & Fine Print

- Service charges, gratuities, and taxes
- Overtime fees for running late
- Cleaning fees
- Insurance requirements

Final Notes

Space for jotting down impressions, red flags, or personal thoughts:
