

## QUESTIONS FOR THE VENUE

**The following is a list of questions to help you in picking the Best Venue:**

1. Is the venue conveniently located? Does it accommodate both the reception and ceremony?
2. How long have they been hosting weddings?
3. Are there more than one reception halls and what is the maximum number of persons can each hold?
4. Are there hotel accommodations available on site or nearby? If necessary, what other modes of transportation available in the area for guests, i.e. airport, bus terminal, taxi? If not, what are the other options and travel times?
5. How many hours is the facility available? Is there a minimum amount of time you need to reserve? Should the reception run late is there extra charges incurred?
6. Do they offer a planner or coordinator to assist with arrangements and details? If so, will they be present to oversee your reception to the end?
7. Do they offer wedding packages and if so how do they work? What options, items and services are included?
8. Are they able to accommodate any customized elements you are planning?
9. Is there a dance floor? What size?
10. Do they offer catering services or can you bring in your own? Are kitchen facilities available should you bring in your own caterer? Does the site accommodate a cocktail reception, a seated reception with options for a formal lunch/dinner or buffet? Is there a cake cutting fee? Will they provide the servers and if so what is the ratio of servers to guests?
11. Do they provide bartenders and carry a liquor license? What is their policy on open bars? If you choose to have an open bar, what are your responsibilities? Do you provide the bartender, the liquor and get the liquor license? Is there policing or security should it be required and is there a fee for this?
12. Does the site accommodate live music and provide the appropriate layout, wiring, and equipment - all your lighting and audio needs?
13. Are there any restrictions or guidelines pertaining to photography, music, decorations, candles, confetti?

14. Is there free and adequate parking, valet parking, handicapped accessibility and any parking fees, gratuities or time constraints?
15. Are there adequate washrooms for the size of party, dressing room for the bride and groom, a coat room for your guests? Are there attendants for these and what are the charges for each?
16. What services and items come with the site? For example, are there tables, chairs, dinnerware, linens, available officiates, musical instruments, décor items, miscellaneous furniture, podium and any other items specific to your wedding plans? If not included, but available for your use what is the rental fee charged? If tables provided, what is the layout of the tables and how many people does each seat?
17. May you see photos of previous weddings held at the site and will they provide references for you to contact?
18. Do they carry liability insurance or are you required to show proof of liability insurance?
19. What is the site fee? Will you be charged per person, by the hour or a flat fee? Are gratuities included in the price you have been quoted? What kind of reservation deposit is required? Does the price vary with the time of day, season or size of party? Will the deposit be returned if you have to cancel?
20. If, it is an outdoor site, what alternative arrangements are there in case of inclement weather?