

QUESTIONS TO ASK YOUR WEDDING VENUE

The Initial Questions to Ask a Wedding Venue

- Does the venue have enough seated capacity to accommodate my guest list?
- Is my desired date free?

The Big Picture Questions

- Who will actually be there on the day? Is there an in-house wedding coordinator? If there is a coordinator, will they be there for the duration of the reception?
- Do you have a one wedding per day policy?
- Is the venue available for exclusive use?
- If so, is there a minimum amount of guests that have to book accommodation for exclusivity?
- How flexible are your packages?
- Are there any changes planned to the building before the wedding (renovations, painting etc)?
- Is the wedding venue accessible for guests with disabilities?

Ceremony

- Which rooms are licensed for ceremonies?
- Is the ceremony to take place in the same room as the reception?
- What is the changeover plan for converting from ceremony to reception?
- Are there any alternative (or outdoor) locations for non-legal ceremonies?
- Are we allowed to have confetti?

Food & Wine

- Is a complimentary menu and wine tasting included? How many people can attend?
- How much wine/champagne/tea & coffee is included per person?
- Wine choices what are the wine choices and what are the upgrade costs?
- Do you charge a corkage fee?
- Is the champagne toast complimentary?
- Are there any additional charges for bar staff or waiting staff?
- What time is the meal served?
- Do you cater for special dietary requirements? Coeliacs? Vegetarians?
- Is there an option for dinner the night before or a BBQ the day after?
- Is there a late night food option, what time is it served?
- Where is the cocktail hour or drinks reception held?
- Can we serve signature cocktails?
- · What are the options for guests with food allergies, intolerances, and other dietary requirements?

The Reception: Décor & Styling

- What crockery/linen/cutlery is provided as part of the package?
- What type of tables do you have (shape, size, top table)? Are there different options?
- Is any décor/stationery provided (menus, centrepieces, red carpet, flowers, cake stand)? Are there alternatives available?
- Can I move things around and decorate to suit my purposes, or do I have to leave everything as is?
- If you want to set up and decorate the venue the day before the wedding, can we gain access, what time?
- Can we hang things on the wall or from the ceilings?
- Do we need to bring in a contractor to hang decor or lights?
- Do you have pictures of what the venue looks like in Spring/Summer/Autumn/Winter (the season you're getting married in)



The Wedding Party

- Where does the band set up? Where is the dancefloor/how big is it/does anything have to be moved to create the dancefloor?
- Does the wedding venue already own a sound system with adequate speakers or will that need to be rented?
- Will the band be able to set up beforehand or does it have to be during changeover?
- Will the band have to go through the reception to set up or is there separate access?
- Are there restrictions on amplified music?
- Do you have microphones in the venue for the speeches?
- Can I hook an iPod or laptop up to your sound system?
- Is there a late bar? How late will the bar be open?
- Is there a charge for a bar extension?
- What time do guests have to leave the venue?
- What is the capacity for evening/afters guests?

Accommodation

- Is the bridal suite included in the price? Are complimentary rooms provided for the parents or any of the wedding party?
- What accommodation does the venue offer, will there be discounted rates for guests at the wedding?
- Are there B&Bs and other hotels in the area for guests? Can you provide a list?
- Are there reliable taxi companies in the area?
- When is the check out time?
- Can we block book rooms for guests? If so, how long can they be held for?

Private Venues

- Can I have a marquee in the grounds? What capacity can be accommodated?
- Do you have a preferred marquee provider or can we organise our own choice?
- Are there any preferences for suppliers/is there an in-house caterer?
- Are kitchen facilities available for use?
- Do we need to supply a generator or bathroom facilities?

Facilities

- Can the bridal party get ready at the venue?
- Is the venue child friendly? What facilities are available for entertaining children?
- Is there a lift/facilities/access for elderly guests or those with a disability?
- Is there enough parking for my guests and is it free?
- Is there a heated outdoor space for smoking or where my guests can mingle?
- How many toilets are there?
- Is there somewhere secure to store wedding gifts?
- Does the venue have public liability insurance?

Finance

- Is there a payment schedule? What kind of deposits are required?
- Are discounts/packages dependent on certain numbers of guests booking accommodation?
- Are there special reductions for off-peak (e.g. Monday Thursday or January to March?)
- Is there a service fee included?
- Are there any additional fees or charges we need to be aware of?
- What's the cancellation policy? What costs are incurred if the numbers on the day differ to the final numbers?
- What's the postponement policy? Are there associated fees?



Covid-19: Postponement and Cancellation

- Is there a time limit for rescheduled dates when postponing, e.g. 12 months from original date?
- How far in advance of our wedding date will we review whether to postpone?
- Do you currently have availability later this year/next year/the year after?
- What is the best way to get in touch if the venue is temporarily closed?

Covid-19 Safety Measures

- What safety measures are in place at the venue?
- Are there any restrictions or rules specific to the venue that we need to be aware of?
- What are my options for the layout of the ceremony space?
- What are my options for the layout of the dining room?
- What kind of ventilation is available in the venue's indoor spaces? Can doors/windows be left open?
- What is the traffic flow like for guests arriving and leaving the venue, and moving from one space to another?
- What can venue staff do to encourage social distancing?
- When and where will hand sanitiser be provided to guests? Should we provide our own as an extra precaution?
- Is it possible to set up hand sanitising stations in the venue as an extra precaution?
- Will masks be available to guests or should we/they bring their own?
- Can you facilitate live streaming? What internet speed is available?
- Are buffets or food stations permitted?