



QUESTIONS TO ASK YOUR VENUE

WHAT IS YOUR MAX
CAPACITY?

ARE THERE SEPERATE AREAS
FOR CEREMONY, COCKTAIL,
RECEPTION?

ARE THERE GETTING READY
SPACES?

ARE THERE BACKUP PLANS
FOR BAD WEATHER?

WHAT KIND OF
SETUP/REAKDOWN TIME IS
INCLUDED IN THE RENTAL?

ARE THERE SOUND OR TIME
RESTRICTIONS?

IS THE SPACE ADA-
COMPLIANT?

CAN YOU PROVIDE A TO-
SCALE FLOOR PLAN FOR
LAYOUT PLANNING?

HOW EARLY CAN VENDORS
BEGIN SETTING UP?

IS THERE A LOADING DOCK OR SERVICE ENTRANCE FOR VENDORS?	
WHAT IS THE PARKING SITUATION FOR GUESTS AND VENDORS?	
IS THERE POWER AVAILABLE IN ALL AREAS (CEREMONY, DJ, PHOTOBOOTH, RECEPTION)	
HOW IS CELL SERVICE/ WIFI AT THE VENUE?	
WHAT IS INCLUDED WITH THE RENTAL (TABLES, CHAIRS, LINENS, DECOR, AV, LIGHTING, ETC)	
ARE THERE HOUSE RULES REGARDING CANDLES, SPARKLERS, HANGING ITEMS, FOG MACHINES, ETC.)	
DO YOU REQUIRE ANY SPECIFIC VENDORS (CATERING, RENTALS, ETC)	
DO YOU HAVE A PREFERRED OR REQUIRED CATERER / BAR SERVICE LIST?	
IF OFF-LIST VENDORS ARE ALLOWED ARE THERE REQUIREMENTS? (LICENSED/INSURED)	
IS THERE A KITCHEN OR PREP AREA FOR CATERERS? WHAT DOES IT INCLUDE?	
WHAT IS THE POLICY ON ALCOHOL (BYO, BAR SERVICE, CORKAGE FEES)	

IS A VENUE COORDINATOR INCLUDED?	
IF SO, WILL THE SAME CONTACT BE AVAILABLE ON DAY OF EVENT?	
ARE SECURITY PERSONNEL REQUIRED OR INCLUDED?	
IS THERE A CLEANUP CREW OR DO VENDORS/COUPLES HANDLE THAT?	
WHAT IS THE PAYMENT STRUCTURE?	
HOW DO YOU HANDLE CANCELLATIONS?	
ARE THERE INSURANCE REQUIREMENTS?	
DO YOU REQUIRE COI FROM OUTDOOR VENDORS? DO YOU NEED TO BE LISTED AS ADDITIONAL INSURED?	
ARE THERE ANY NOISE ORDINANCES, EVENT TIMES OR CURFEWS?	
ARE THERE OVERTIME FEES IF EVENT RUNS LATE?	
DO YOU ALLOW ACCESS BEFORE THE EVENT FOR WALKTHROUGHS OR REHEARSALS?	

HOW DO YOU TYPICALLY
COLLABORATE WITH
OUTSIDE PLANNERS ON THE
DAY-OF?

CAN YOU SHARE YOUR
VENDOR LIST OR
RECOMMENDED PARTNERS?

DO YOU HAVE HOTELS IN
THE AREA? OR PARTNER
WITH ANY FOR ROOM
BLOCKS?

DO YOU KNOW THE
CLOSEST CHURCH TO THE
VENUE?

NOTES/OTHER QUESTIONS: