

QUESTIONS TO ASK ABOUT VENUES

CEREMONY VENUE QUESTIONS

- Can we have the ceremony and reception in the same location?
- If the ceremony and reception cannot be held at the same site, what are the nearby alternative sites? And how far apart are they?
- What is the site rental fee?
- How many people will the venue hold?
- How long will we have the site? Is there an overtime fee?
- What's the cancellation policy?
- Is the officiant included in the site fee?
- Can we choose our officiant?
- Can we have food and beverages available before or after the ceremony? If so, are we required to work with your caterers or can we bring in our own caterer or food/alcohol?
- Are there any restrictions on setup times (i.e. churches often will not allow loading during certain times of day when they're having church services)?
- Is alcohol allowed for the wedding party and/or guests?
- Are we allowed to take photos during the wedding service?
- Is outside music allowed in the venue?
- Do you provide microphones for the ceremony?
- Do you provide seating for the ceremony? If so, how many guests can you accommodate?
- Is there a changing area for the bride and groom? If so, what time can that be accessed?
- How many restrooms do you have?
- Will we be able to have a ceremony rehearsal the day before the wedding? If so, who will lead the rehearsal (someone from your organization or do we provide someone)?
- Will another party be on-site before or after our event? (If so, make sure there's enough time to set up or break down in between.)
- Will someone who works at the venue be present to supervise?
- Will it be the person we've been working with and who knows the details of our wedding?
- Does the venue have liability insurance? Or are we required to provide our own?

RECEPTION VENUE QUESTIONS

- Can we have the ceremony and reception in the same location?.....
- If the ceremony and reception cannot be held at the same site, what are the nearby alternative sites? And how far apart are they?
- What is the site rental fee?
- How many people will the venue hold?
- How long will we have the site as a rental? Is there an overtime fee?
- What's the cancellation policy?.....
- Do you provide microphones for speeches during dinner?
- Do you have a sound system for our DJ or band?.....
- Is there enough power on-site to accommodate catering, a band, lighting, restrooms, etc. or should we rent a generator? (Note: There are many amazing sites like barns and private estates that run low on power and water resources, so this should be discussed with the venue representative/homeowner.)
- Is there water access on-site and is it potable? (This is a question your caterer will likely ask you and if you're renting portable restrooms, they sometimes need a water hook up.).....
- What time can we access the site for setup? And when do guests and vendors need to depart?.....
- Does the venue have an in-house caterer? If so, are we required to use the caterer, or can we bring in an outside caterer? Is there a fee for using an outside caterer?
- If there's no in-house caterer, does the venue have a list of preferred caterers?.....
- Are there full kitchen facilities on-site, or will the caterer need to rent additional items?.....
- Are tables, chairs and glassware? (Make sure you will be able to see examples.)
- Do we have to leave everything as-is, or can we move things around?.....
- Are there any restrictions on decorations, such as tacking, hanging, or rigging?.....
- Is there a bar? If not, can one be set up?
- If there is a bar, does the venue have a liquor license?
- Are restroom facilities available, or do they need to be rented?
- If there are restrooms, how many?.....
- Are there any restrictions on when music has to end?
- Is there parking? Valet or self-parking? What are the parking rates?
- Will the public be able to access the venue? Will there be security guards on-site?
- Will another party be on-site before or after our event? (If so, make sure there's enough time to set up or break down in between.)
- Will someone who works at the venue be present to supervise?
- Will it be the person we've been working with and who knows the details of our wedding?
- Does the venue have liability insurance? Or are we required to provide our own?
- If we want additional lighting, will we need to get a generator?.....