*Bride’s Book Weddings*

# PLANNING MADE EASY*: VENUE*

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| **VENUE:** topics to cover | **1** | **2** | **3** |
| **CONTACT INFO:**NAMEPHONEE-MAILWEBSITE |  |  |  |
| **DATE:**IS MINE AVAILABLE?  |  |  |  |
| HOW MANY WEDDINGS WILL BE BOOKED THAT DAY? |  |  |  |
| **PAYMENT:**WHAT ARE THE RATES FOR DIFFERENT DAYS OR TIMES (FRIDAY, SATURDAY, SUNDAY; AFTERNOON, EVENING)? |  |  |  |
| IS THERE A PAYMENT SCHEDULE?  |  |  |  |
| WHAT KIND OF DEPOSITS ARE REQUIRED?  |  |  |  |
| ARE THERE HIDDEN COSTS LIKE A SERVICE CHARGE, GRATUITY, CLEANING FEES, OR OVERTIME CHARGES? |  |  |  |
| WHAT’S THE CANCELLATION POLICY? |  |  |  |
| WHAT IS THE LAST POSSIBLE DATE THAT WE CAN MAKE CHANGES? |  |  |  |

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| **LOGISTICS:**IS THERE ROOM FOR A BAND AND/OR DANCING? |  |  |  |
| DOES THE VENUE ALREADY OWN A SOUND SYSTEM WITH ADEQUATE SPEAKERS, OR WILL THAT NEED TO BE RENTED? |  |  |  |
| ARE THERE NOISE RESTRICTIONS? |  |  |  |
| IS THERE A COAT CHECK? BATHROOM FACILITIES?  |  |  |  |
| IS IT HANDICAP ACCESSIBLE? |  |  |  |
| IS PARKING AVAILABLE? |  |  |  |
| IS THERE A BACKUP PLAN FOR RAIN OR OTHER INCLEMENT WEATHER? |  |  |  |
| IF NOT, IS THERE A PLACE WHERE WE CAN PUT UP A TENT?  |  |  |  |
| ARE THERE LIMITATIONS ON DECORATIONS, INCLUDING CANDLES?  |  |  |  |
| ARE THERE RESTRICTIONS FOR THE PHOTOGRAPHER IN TERMS OF FLASH, ETC.? |  |  |  |
| WHEN CAN MY VENDORS ARRIVE FOR SETUP?  |  |  |  |
| WHO IS RESPONSIBLE FOR SET-TING UP AND TEARING DOWN THE DÉCOR, AND WHEN WILL IT BE COMPLETED? |  |  |  |
| **FOOD & DRINKS:**IS THERE AN IN-HOUSE CATERER?  |  |  |  |

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| **VENUE:**  | **1** | **2** | **3** |
| **FOOD & DRINKS:**IS THERE AN IN-HOUSE CATERER?  |  |  |  |
| DO WE HAVE TO USE THAT CATERER?  |  |  |  |
| IF NOT, IS THERE A LIMITATION ON WHICH OUTSIDE CATERERS WE CAN USE? |  |  |  |
| DO YOU HAVE A LIQUOR LICENSE? |  |  |  |
| WHAT IS YOUR PRICING FOR ALCOHOL? |  |  |  |
| WILL YOU ALLOW US TO BRING OUR OWN LIQUOR?  |  |  |  |
| IF SO, WHAT IS THE CORKAGE FEE? |  |  |  |
| **STAFF:**WHO WILL OUR POINT PERSON BE BEFORE THE WEDDING?  |  |  |  |
| WHO WILL THE POINT PERSON BE ON THE DAY OF OUR WEDDING?  |  |  |  |
| CAN WE MEET THEM NOW? |  |  |  |
| **NOTES:** |  |  |  |
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