*Bride’s Book Weddings*

# PLANNING MADE EASY*: VENUE*

|  |  |  |  |
| --- | --- | --- | --- |
| **VENUE:** topics to cover | **1** | **2** | **3** |
| **CONTACT INFO:**  NAME  PHONE  E-MAIL  WEBSITE |  |  |  |
| **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? |  |  |  |

Bride’s Book Weddings

**PLANNING MADE EASY:** *VENUE*

|  |  |  |  |
| --- | --- | --- | --- |
| **VENUE:** | **1** | **2** | **3** |
| **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? |  |  |  |

Bride’s Book Weddings

**PLANNING MADE EASY:** *VENUE*

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** |  |  |  |
|  | | | |