



WEDDING VENUES: QUESTIONS TO ASK

Your venue is going to be the first and likely the most expensive decision in your wedding planning. While the list of questions you should ask can be never-ending, here is a simple guide to get you started and help you determine which venue is right for you. Remember, there are 2 key points: 1. There are NEVER TOO MANY QUESTIONS and GET EVERYTHING IN WRITING!

FACILITIES

1. How many people can you accommodate?
2. Do you have a location for both the ceremony and the reception? How far are they located from each other?
3. Do you have a bridal suite?
4. Is the site handicap accessible?
5. What's your weather contingency plan for outdoor spaces? *While you can make an impeccable wedding plan, nature is out of our control. When planning an outdoor wedding, it is always a good idea to have a plan B on hand.*
6. Do you provide a coat check service? If not, is there an area that can be used for that purpose?
7. Is there parking on site? Is it complimentary? Do you offer valet parking, and if you do- what is the charge? If there is no parking on site, where can my guests park?
8. How many restrooms are there? *It is recommended to have about 5 restrooms per 100 people.*
9. How many weddings will be booked on my day? Do you have a "one wedding a day" policy?
10. Are there any major changes planned to the building/outdoor areas before the wedding? (Renovations, paintings, etc.)
11. Is there a dance floor? How big is it?





SERVICES & VENDORS

1. What time can my vendors start setting up on the day of the wedding?
2. Do you have an in-house caterer or do I need to provide my own? If there is an in-house caterer, do I have the option of using an outside caterer instead? *Bringing in an outside caterer can cost you additional fees.*
3. Can you offer vegetarian/vegan/dietary restriction meals?
4. If I hire my own caterer, are kitchen facilities available for them? *Again, this will increase your cost- venues charge a hefty amount for their facility to be used by an outside caterer.*
5. Are tables, linens, chairs, plates, silverware and glassware provided, or will I have to rent them?
6. What type of packages do you offer and are they flexible?
7. Can we do a menu tasting prior to finalizing our menu selection? If so, is there a charge?
8. Can I bring in a cake from an outside cake maker or must I use a cake made on the premises? Is there a cake-cutting fee?
9. Do you have gluten/dairy free options for an in-house made cake?
10. Can I bring my own alcohol and is there a corkage fee if I do?
11. Are you licensed to serve alcohol? Is there a bar minimum?
12. Do you allow music on premises? If so, are there any restrictions regarding that?
13. Do you offer on-site coordination? If so, what services are included and is there an additional charge for them?
14. Does the venue have liability insurance? *Most reputable venues do have liability insurance. If it's a non-traditional venue- such as a barn- you can get your own insurance.*
15. Can I hire my own vendors or must I select from a preferred vendor list? *Most venues have a list of preferred vendors, but many allow you to bring your own. Some can charge an additional fee, so it's definitely good to find out.*





DÉCOR

1. Can I use real candles? *Some venues don't allow real candles, which can be a major blow for those who have their heart set on a candlelight wedding.*
2. What type of tables do you offer (shape, size, etc.)?
3. Is any décor/stationery provided (menus, centrepieces, flowers, cake stand)? Are there alternatives available?
4. Can I move things around and decorate to suit my purposes, or do I have to leave everything as is?

ACCOMMODATIONS

1. Can you provide guest accommodations? Do you offer a discount for booking multiple rooms? *Most venues, especially hotels, offer "wedding block rates": special rates for your wedding when you book a certain number of rooms.*
2. If the venue does not provide accommodations, are there any hotels in the area for guests? Can you provide a list?

PAYMENT

1. What is included in the rental/package price?
2. Is there a discount for booking an off-season date or on certain days of the week? *Many venues offer discounts for an off-season (usually November-April) or for weddings on days other than Saturdays. Ask upfront about any discounted packages, this can save you thousands of dollars.*
3. How much is the deposit and when is it due? Is the deposit refundable?
4. What kind of payment plans do you offer?
5. How many hours do we rent the space for? Is there an additional fee for overtime?
6. What's the cancellation policy? Would I get my deposit back?
7. Is there a service charge on top of the bill? If so, how much?
8. Are there any additional costs-cleaning fees, insurance-fee waivers, etc.?

GET EVERYTHING IN WRITING, SO THERE ARE NO SURPRISES!

