

Venue checklist

Questions to ask
Points to consider
Issues to discuss

Pick and choose the ones that apply to your venue

- How many guests can you comfortably accommodate?
- How many hours does the rental cover?
- Does this time period include set up and clean up?
- What are the overtime charges?
- Do you have an in-house caterer, a list of approved caterers, or can I bring my own?
- If you bring your own caterers, who is responsible for any problems, breakages, etc.?
- If you bring your own caterer are there any cooking restrictions?
- Confirm with your caterer that the facilities are adequate.
- Are they licensed to serve alcohol?
- Is there a dance floor?
- How big is the dance floor?
- Is the dance floor a separate area or do they set up tables on top of it?
- If it's not a separate area how do they handle moving the tables/guests before the dancing starts?
- Can you have live music?
- When can your dj/band set up?
- How late can we play music?
- Do they have a sound system for background music, microphones for the toasts, etc.?
- What else will be happening the day of your wedding? If there are several function rooms you won't want a noisy group next door - or a quiet group complaining about your noise
- If there is more than one function room - which one will you be using?

- What's the lighting like? Does it have a nice ambience?
- Is there a minimum fee?
- If they have a package, what is included? Are there any extra charges?
- Is the price quoted guaranteed for your date?
- Do they require a deposit?
- What is the minimum deposit?
- What is their refund/cancellation policy?
- What happens to your deposit if they sell or close down their business? For example will your deposit be held in a trust account until your wedding?
- When do you need to pay the balance?
- When do you need to advise numbers?
- Can you see photos of previous wedding set-ups?
- Can you come and see the room set up for a wedding?
- When you do, look carefully at the traffic flow for buffets, dancing, etc.
- What are the tables like? How many can sit comfortably at each one.
- Does it look like it will hold the group comfortably or is it cramped?
- What parking is available?
- Do they have valet parking? What is the cost?
- Will there be enough parking if another function is going on at the same time.
- Tell me about a wedding you did where something went wrong - how did you handle it?
- Who will be there on the day making sure everything runs smoothly?
- What happens if guests stay over time?
- Are there any restrictions for example numbers, noise, curfew?
- Are tables, chair, plates, cutlery, table linens supplied? What about decorations?
- If you're decorating when can you get access, when does it have to be cleaned up by? Are there any restrictions on what you can use.
- Is there a room where you can change into your going-away clothes.

- A contract should include:
 - date
 - hours
 - hire fee
 - catering cost
 - any other charges
 - approximate guest count
 - any promises made by the venue
 - (e.g. "we'll supply flowers for the tables")
 - the name of the person you've been talking to.

Before you sign anything, read it carefully and ask for changes to anything you're not comfortable with.