

VENUE CHECKLIST

Print out this Venue Checklist and take it with you on your venue road trips!

Venue name:	
Venue contact:	
Telephone Number:	
Location:	
Available dates:	
Max. guests:	
Price:	
Date visited:	
Overall Ranking:	

VENUE	
Initial impressions:	
Is the venue easy to find? What are the public transportation options?	
How many guests can the venue accommodate?	
Is there an in-house wedding coordinator? And will there be any meetings prior to the wedding?	
How many staff are provided and is this included in the cost?	

When is access permitted to the venue for set-up, pack-up and on the day?	
And what time does the reception need to finish by?	
Will it be necessary to hire any additional items?	
How do guests access / enter the venue?	
How many car parking spaces are available? And can cars be left overnight?	
Is there a wet weather contingency?	
Is there disabled access?	
Is confetti allowed?	
Are candles allowed?	
Are fireworks allowed?	
Are there any restrictions or requirements for inviting children?	
Is there a preferred / recommended supplier list? Do you have to choose suppliers from this list?	
How would suppliers access the venue (loading / unloading)?	
Is entertainment permitted? Is there a sufficient power supply for any entertainment / sound systems?	
Is there a noise limiter?	
Is there a public-address system available for speeches? And if so is this included in the price?	
Does the venue have any rooms that can be used to store equipment / bags, coats and valuables, including separate rooms for suppliers?	

Is there a room where wedding presents can be stored?	
Are there any additional regulations?	
Does the venue have Public Liability Insurance?	

ROOMS	
Are there separate rooms available for the reception, meal, evening reception etc? What are the capacities?	
Is there a room available for the bride and groom to use on the day?	
Is there a dressing room that the bride and bridesmaids can use prior to the ceremony?	
If the evening reception is being held in a room used for something else earlier in the day, does the DJ / Band need to set-up their equipment beforehand?	
Is there a quieter area for older guests to get away from the noise if there is a DJ / Band?	
If rooms are available for overnight accommodation, then how many?	
What are the costs for overnight accommodation?	
Is breakfast included?	
What is the checkout time the following day?	

CATERING

Is there in-house catering? If not, do they have any recommendations or requirements?	
If bringing a caterer in, will they have access to a kitchen, power, running water, etc?	
Is there a minimum spend on food in the day or evening?	
Is there any flexibility on the menu and are special dietary needs met?	
Can the venue supply examples of menus?	
Does the venue provide equipment i.e. tables, chairs, linen, plates, glassware etc.?	
Does the venue supply a cake stand and knife if required?	
What time does the venue offer an alcohol license until? (do they have a license?)	
What time does the reception need to finish by?	
Is there an option to extend the evening license and if so how much does this cost?	
Does the venue insist on supplying the wine and champagne?	
Can the venue provide a beverage list?	
What are the venues' corkage costs, if offered?	

FINANCIAL

What are the various options and costs for use of the venue?	
What is the cancellation / postponement policy?	
How much is the deposit to secure the date and when is it due?	
How much is the balance and when is it due?	
Is VAT included in the final price?	

ADDITIONAL NOTES

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*Thank you to **Katrina Otter Weddings** for providing this Venue Checklist.*

#unlockyourweddingvenue