

# FINDING YOUR VENUE







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# ESSENTIAL QUESTIONS FOR SELECTING A VENUE

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1. Has the venue hosted weddings before? If so, how many? How long have they been in business? If not, are you willing to be the learning curve for the venue?
2. Is the venue permitted, licensed, and insured properly? If not, are you willing to risk an early shut-down of your celebration if the neighbors complain? Additionally, does the venue require you to have any special permits, licenses, or insurance?
3. Is the venue financially secure and in good standing? A little bit of homework will tell you if there are any liens, missed mortgage payments, bankruptcy filings, and/or whether or not the property is listed on the market. Frantically scrambling to find an available venue last minute in peak season due to an unforeseen sale or foreclosure is pretty much a wedding planning nightmare!

4. What is/isn't provided (tables, chairs, linens, toilet paper, paper towels, cleaning supplies, plate ware, silverware, napkins, etc. etc.)?
5. Are there any special rules/regulations we need to be aware of? Decor or photo/video restrictions? Entertainment restrictions?
6. Will the venue have staff on-site? How many? Is the client expected to include staff in their food count? What tasks do the staff perform for the event? Does the staff provide tear-down/clean-up services?
7. Will couple be required to have a liquor license with alcohol on-site? Is outside alcohol allowed on site? If yes, are there corkage fees? What payment options are available for alcohol (hosted/no-host bar, tab, etc.)? Are bartenders provided? Will a gratuity be added to the bill?
8. What is the capacity?
9. What is the parking situation? Bathrooms? Kitchen?
10. If outdoors, what is Plan B in the event of inclement weather? Would this affect the capacity of the event?
11. Is there access for a rehearsal the day before, and likely same time ceremony is scheduled? How early is access to the facility on the day-of? What needs to be done before the client leaves the premises?
12. Is the venue available for site visit(s) with vendors prior to event day? Is there a limited number of allowable visits? How much advanced notice is required for these visits?
13. Do you have a map available with measurements?
14. What power is available for lighting/dj/band, etc.
15. Does the venue provide the catering? Or are outside caterers allowed?
16. Is there a curfew for the event?
17. Does the venue have a preferred vendor list?

These questions are a great place to start when choosing the venue for your celebration. Certainly, these questions will lead to many others that will guide you in your decision making process.

