

1. Is your date of choice available?
2. What are the rates for different days of the week?
3. How many hours are included in the rental of the space? How early can we arrive, and how late can we stay?
4. What does the rental fee include?
5. Is there a possibility of any additional charges before or after event?
6. Is there a setup, break down or cleaning fee?
7. What do we need to clean/pack ourselves?
8. What is the deposit? Is it refundable? When is full payment due?
9. Is there a cancellation fee?
10. Are any other events booked on the same day as our event?
11. Need to get wedding permits for anything?
12. Does the venue have liability insurance?
13. Can you hire my own vendors (caterer, coordinator, DJ, etc.), or do you select from a preferred vendor list? Is there a list of recommended vendors?
14. Policy on alcohol?
15. Size of reception room?
16. What is the venue's capacity?
17. Parking for guests - On site? Free?
18. How many restrooms are there? Where are they?
19. Sound equipment and lighting equipment?
20. Media accommodations built in?
21. Anything we're seeing today cost extra?
22. Noise ordinance we should be aware of?
23. Do you allow open flame candles?
24. Can draping be hung from the ceiling or does it need to be stand alone?
25. Are there any decorating limitations?
26. Can we use real or fake flowers anywhere we want? Can we use loose flower petals?
27. Number of tables and their sizes?
28. Prep areas for caterer, florist and other vendors to utilize?
29. How many outlets are available?
30. Is the site handicap accessible?

