

# Vendors

**DON'T SIGN THE CONTRACT  
BEFORE ASKING THESE  
QUESTIONS**

*Party Designs  
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# THE VENUE

## ABOUT THE VENUE

1. What dates are available in the month I am considering?
2. How many people can this location accommodate?
3. Can I hold my ceremony here, too? Is there an additional charge?
  4. Is the location close to the reception site?
  5. Is there a Bride and Groom suites?
6. How much time is allocated for the rehearsal?
  7. Is this site handicap accessible?
8. What is the weather contingency plan for outdoor spaces?
  9. How much time does the rental included?
10. Do you provide a coat check service? If not, is there an area to be used?
11. Is there an indoor/outdoor space for mingling? Can the space be heated if needed?
12. Are security services available? How much? If not can we provide private security?
13. Is there restrictions on music? Can you accommodate a DJ/Band?
14. Is there parking available onsite? Is there an additional charge? Valet available?
  15. (If not parking is available) Where do my guest park?
  16. How many restrooms are available?
17. Is onsite coordination available? What services are included? How much assistance do we get for set up/décor?
  18. Do you have liability insurance?
19. Can I hire my own vendors, i.e. Cater, coordinator, DJ, baker, etc?
  20. Do you provide signage for aiding guests?
  21. Do you have a recycling policy?
22. For hotels, what accommodations are available? Is there a discount for room blocks?

## DECORATION POLICIES

1. Can I move things around and decorate to suit my decor needs?
2. Am I able to use real candles?
3. Are there restrictions on real vs fake flowers?

## IN-HOUSE CATERING

1. Is there in-house catering? Do I have the option to have outside catering?
2. Do you have a preferred vendor list?
3. If I hire my own, is there a kitchen facilities available for them? Is that included in my rental?
4. Are tables, chair, linens, plates, silverware, and glassware provided?
5. What is the food and Beverage cost per person?
6. What is the sales tax and service charges?
7. Are food tastings available on our menu selection? If so, is there and additional charge?
8. Can we use an outside cake vendor? Is there a cutting fee?
9. If I use a cake from onsite catering, is the cake cutting fee waived?

## BAR

1. Can I bring my own wine, beer, & champagne? Is there a corkage fee if I do? Is other alcohol permitted?
2. Are you licensed to provide alcohol services? If so, is it priced per person or by consumption?
3. Is there a bar minimum?
4. Do you know the average bar tab for my size of wedding?

## COST, DEPOSITS AND CANCELLATION

1. What is the rental fee and what is all included?
2. Is there discounts for off season or booking Sunday-Friday?
3. How much is the deposit, when is it due, and is it refundable?
4. What's the cancellation policy? IS my deposit refundable?
5. Are there over time fee if I stay longer than the allocated time? If so how much?
6. For onsite coordination, does it cost extra? How much?