

WEDDING VENUE TOUR NOTES

VENUE NAME: _____

TOUR DATE: _____

CONTACT PERSON: _____

PHONE/EMAIL: _____



AVAILABILITY & BOOKING



NOTES

- ☐ Is our preferred date or season available?
- ☐ How far in advance can/should we book?
- ☐ Do you offer off-season or weekday or "last minute" discounts?
- ☐



PRICING & PACKAGES

- ☐ What's included in the base price or packages?
- ☐ Are there additional or hidden fees (cleaning, service, gratuity)?
- ☐ What is the deposit amount and due date?
- ☐ What method of payments do you accept?
- ☐ What is the payment schedule?
- ☐ Do you require liability insurance?
- ☐ What is your cancellation or rescheduling policy?
- ☐ Can we purchase event cancellation insurance?
- ☐ What in-house services are available?
- ☐ Can I replace an in-house service with a different vendor?



GUEST CAPACITY & LAYOUT

- ☐ Ceremony guest capacity:
- ☐ Reception guest capacity:
- ☐ Does the venue allow for our headcount (most have minimums and maximums)?
- ☐ Are there multiple ceremony/reception locations to choose from?
- ☐ Is the ceremony space in the same space as the reception?
- ☐ How will guests flow from one place to another?

☐ What is the backup/rain plan?

AMENITIES & RENTALS

- ☐ Are tables, chairs, or linens included?
- ☐ Do you offer any décor or lighting options or up-grades?
- ☐ Is there a dance floor or stage?
- ☐ Is A/V equipment available (mics, speakers, projectors)?
- ☐ Do you offer additional in-house rentals?

FOOD & BEVERAGE

- ☐ Is catering in-house required, or open to outside vendors?
- ☐ Do you provide a list of recommended caterers?
- ☐ Do you have a liquor license or allow BYOB? What are additional bar costs?
- ☐ Are bartenders provided or do we need to hire our own?
- ☐

TIMING & LOGISTICS

- ☐ What are the event rental hours
- ☐ Is setup time included? When can vendors arrive?
- ☐ Can we extend our rental time? At what cost?
- ☐ What's the noise curfew or sound ordinance?
- ☐ Is a rehearsal on-site included?
- ☐ Can the venue be booked the night before for rehearsal dinner/set-up?
- ☐ When do decorations need to come down? Can we come back the next day to pick up items and decor?
- ☐ How many visits to the site after booking are permitted?

STAFF & COORDINATION

- ☐ Is a wedding coordinator required?
- ☐ Is a venue coordinator included for the wedding day?
- ☐ What are set-up break-down responsibilities?
- ☐

POLICIES & RESTRICTIONS

- ☐ Are there décor restrictions (e.g., candles, confetti, sparklers)?
- ☐ Are there required/preferred vendors?
- ☐ Are pets allowed?
- ☐

PARKING & TRANSPORTATION

- ☐ How many parking spaces are available?

- ☐ Is overnight parking or shuttle service available?
- ☐ Are there nearby accommodations for guests?
- ☐

GETTING READY & LODGING

- ☐ Are there dressing rooms or suites for the couple/party?
- ☐ Are dressing rooms accessible until the end of the event?
- ☐ Is overnight lodging available on-site?

PHOTO OPPORTUNITIES

- ☐ Do you provide a list of recommended photographers?
- ☐ Are drones permitted?
- ☐ What are the best photo spots?
- ☐ Can I book an engagement shoot?

CLEANUP & END OF NIGHT

- ☐ Who is responsible for cleanup and trash?
- ☐ What time must everything be cleared out by?
- ☐

What I love about this venue:

What I did not like about this venue: