



Wedding Venue Checklist

Question	Your Notes/Answer
Is the venue available on my preferred date?	
What are the hire fees to have my wedding here?	
Can I have both my ceremony and reception here?	
What are the ceremony and reception venue options?	
How long can I hire the venue for?	
Can I or my suppliers have access to the venue on the day to set up decoration/equipment, if yes how long is this for?	
What is included in the hire fee ? (venue only, chairs/gazebo?)	
What type of ceremony can I have at the venue? Blessing, Civil or Religious?	
What is the minimum/maximum guest capacity at the venue?	
Will the venue be completely exclusive/private for my wedding?	
Can I visit the venue before my wedding?	
Who will be my point of contact throughout the planning of my wedding?	
Does the venue have an in-house wedding planner that will be there on the day? Or if a planner is needed will I need to source this myself?	
Is the venue accessible?(if applicable)	
Is the venue child friendly?	
What are the venues music policies?	

Wedding Venue Checklist continued

Does the venue offer in-house catering? Or will I need to source my own caterer?	
If the catering is in-house request a copy of the food and drink options.	
Are there children's menus?	
Can the catering accommodate special diets? Vegan, Vegetarian, Gluten etc?	
Can the menus be tailored?	
Can a food tasting be arranged and is there a charge for this?	
Is there a minimum spend requirement on food and drink? If yes how much?	
Does the venue have preferred suppliers that must be used? e.g in house DJ?	
Are there any restrictions at the venue? (e.g. no fireworks, no amplified music outdoors, no confetti, no naked flames only LED)	
If the venue is outdoors there is a backup venue in the case of bad weather?	
Are prices inclusive of local VAT, taxes and any necessary insurance?	
If booking more than a year in advance are the current prices relevant or are they subject to increase?	
How much is the deposit and what are the payment terms?	
When are final numbers needed and final payment due?	
How are payments made? Bank Transfer, credit card, money transfer.	
What is the cancellation policy?	
Is tipping mandatory? Or discretionary?	
Does the venue have a contract listing all the T and C's I can read and review before paying my deposit?	

