

Your Essential Wedding Venue Questions

**Venue Logistics**

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| **Question** | **Your comments** |
| We have (XXX) guests, is your venue big enough |  |
| How much on site accommodation do you have |  |
| Can I get a discount if we book (X) rooms |  |
| What would be the check in/out times for guests on the day of the Wedding | Check in from: Check out by:  |
| Can guests book extra nights at their own expense |  |
| Do you provide a complimentary bridal suite for the Honeymoon night |  |
| Can we book the bridal suite the night before the wedding and how much is it |  |
| Do you have ground floor rooms for disabled guests |  |
| Can disabled guests park close to the venue for drop off & pick up |  |
| Do you have a lift suitable for disabled guests |  |
| Are there disabled toilet facilities near the Ceremony and/or Wedding Breakfast rooms | Make sure you view these if this is relevant to you. |
| Can non-staying guests leave their cars overnight and collect the following day |  |
| Will there be any other weddings or large parties on that day before or at the same time as mine |  |
| Can we hold our ceremony here |  |

**Availability & Booking**

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| **Question** | **Your comments** |
| We only want this venue, how far in advance do we have to book.  | This may vary according to the time of year, and day of the week (Saturdays are booked very quickly) |
| Do you offer discounts for ‘quiet periods’ |  |
| When would you need my deposit to guarantee the date and booking. |  |
| When would you need the balance of the booking |  |
| Is VAT included in the final cost |  |
| We would like several different rooms, can you break down the cost for me | Think of: Ceremony Room; Officiants room; Wedding Breakfast; Gift storage, cloakroom, Crèche, evening reception; entertainment changing space; |
| What are the cancellation/postponement terms |  |
| How soon would you need my guest list, and how late can I leave any changes |  |

**Catering & Bar**

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| **Question** | **Your comments** |
| Do you have on site caterers, and if so do we have to use them or can we use our own |  |
| We’re hiring our own caterer, what facilities will they have access to  | Consider: Commercial kitchen facilities & equipment, crockery, cutlery, glassware, table linen, napkins, water source, power |
| Would our caterer be responsible for the cleaning of all facilities and equipment used |  |
| What food options can we have | Consider: Full sit down meal, hot station buffet, finger buffet also small children’s meals |
| We’d like a food option for the evening reception, can you accommodate this |  |
| How soon after booking can you supply menu options, & can we make suggestions | Consider guests with vegetarian, vegan, halal requirements as well as allergies (e.g. nuts) and gluten intolerance. |
| We’d like a taster meal, when can we book this |  |
| Do you supply a cake knife and stand & is this an extra cost |  |
| What is your guest to staff serving ratio | As a guide there should be around 1 waiter for every 10 guests for a 3 course sit down meal, less for other options. Also consider what they will be wearing if this is important to you. |
| Will you have additional bar staff on top of this |  |
| Can we ‘tip’ bar or waiter staff for excellent service |  |
| What time does your alcohol licence run until |  |
| Can we supply our own alcohol, and if so will you how much is your corkage fee. |  |
| We’d like to have the option for a free bar and a paid bar, can you provide this. |  |

**Decoration**

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| **Question** | **Your comments** |
| We want a theme that involves props, can you accommodate this |  |
| What time can our venue decorators get access to the space(s) |  |
| We want to use the Wedding Breakfast space for our evening reception, how long will it take the staff to turn the space around |  |
| Do we need to hire in tables, chairs, linen, napkins etc |  |
| What time do we have to be fully ‘clear’ of the rooms we have used |  |
| Can we use poppers at the tables |  |
| Can we have fireworks |  |
| Can we have real candles |  |
| Can we throw confetti, and how much will you charge us to clean it up |  |
| Do you have any restrictions on where and how we can display flowers |  |

**Photography**

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| **Question** | **Your comments** |
| Can you recommend a photographer  |  |
| Can you suggest some good locations around the venue for photos, that we could look at |  |
| As our Wedding Breakfast is outside, do you have an alternative for photos if it’s raining. |  |

**Entertainment**

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| **Question** | **Your comments** |
| Can you provide somewhere for our entertainers to change/rest |  |
| Do you have a music performance licence and can we see a copy\*\*(see notes) |  |
| Do you have any noise limits at the venue |  |
| Do you have a public-address system for our [Toastmaster](http://www.itoast2you.co.uk/) to use |  |
| Do you need to see copies of our entertainer’s insurance and test certificates in advance | Your venue may ask for copies of Public Liability, Portable Appliance Testing (PAT) certificates etc |
| Who should our entertainers speak to when they arrive |  |

**Documents & Liaison**

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| **Question** | **Your comments** |
| Can we see a copy of your Public Liability Insurance |  |
| Do you have a Wedding Coordinator |  |
| Can we bring our [Toastmaster](http://www.itoast2you.co.uk/) to a meeting with the Wedding Coordinator |  |
| Do you have a ‘Preferred suppliers’ list we could have |  |
| Do you need details of our suppliers in advance, and if so when |  |
| Can you talk us through your fire evacuation plan | This might sound an unlikely one, but it’s still worth knowing |
| If we have a problem on the day, who do we speak to |  |
| We’d like all the details in writing before we pay a deposit, how soon could you do this. | The venue T’s & C’s should give most of the ‘if’s & but’s’ but it’s good to get an itemised quote before booking if possible. |

Notes:

\*\*You should be looking for a Phonographic Performance Limited Licence (PPL) and a Performing Rights Society (PRS) licence. These allow venues to have live and recorded music. If they don’t have one, you can’t have music, it’s basically as simple as that.