



VENUE CHECKLIST

ALL YOU NEED TO KNOW WHEN BOOKING YOUR VENUE

BASIC QUESTIONS

What dates are available?

How far in advance do we need to reserve our date?

How long can the date be on hold before confirming?

Would there be any upcoming change in pricing?

Are there different rates or packages depending on season or day of the week?

What is the minimum and maximum guest capacity?

Is there a minimum spend?

What is the venue's cancellation policy?

CONTRACTS AND COSTS

What deposit is expected?

Is the deposit refundable?

What are the payment schedules?

What is the cancellation policy?

Are there any additional fees included (service charge, tax, cleaning fees, etc)?

If the venue includes accommodation, what is the minimum number of rooms that must be booked?

Are there special rates provided for accommodations?

VENDORS

Does the venue require to work with specific vendors only?

Is working with a wedding planner a requirement?

Who will be the main contact from the venue for all the planning?

Is there a recommended list of vendors the venue can provide?

What furniture, cutlery and crockery are included in the venue?

What time does set up begin on the day of the event? Are we allowed to have access the night before if needed?

What does the event need to end and are there any fees involved if there is an extension?

Who breaks down the decor after the event?

FOOD AND DRINKS

Does the venue provide in house catering? If so , is that included in the package?

Can we do a food tasting? And when?

If the venue does not provide catering, are there recommended caterers that the venue can provide?

is there a food and beverage minimum? Is there as a total or per person?

Is alcohol included in the package?

Are there any alcohol policies or restrictions?

Is BYO (Bring Your Own) alcohol allowed? If so, what are the policies around this?

SPECIFICS

What are the space options for ceremony, cocktail hour and reception?

What is the wet weather option for all above?

Do you have floor plans you can provide for both ceremony and reception?

Do we need to our own sound system for the ceremony and for the DJ?

What AV is provided by the venue? (i.e. lectern, wireless microphone, projector screen)

What different lighting options are offered?

What options does the have venue have for dance floor? Can we bring in our own dance floor?

Are there any restrictions on candles?

Are there any restrictions on rigging (if applicable)?

Are there any decor restrictions?

MORE SPECIFICS

Are children allowed at the venue?

Are animals allowed?

What is the trash policy?

What is the security policy? Do we need to hire security of our own?

Are there bathrooms for guests or do they need to be rented?

What parking options are available at the venue or around the area?

What common issues have been encountered at the location?



VENUE CHECKLIST

This checklist is our go to list when visiting a new venue or location for our clients. It helps us stay organised and gather all the details we need. You can bring a copy of this on your next venue visit to make sure that nothing is missed.

Tip: Take lots of photos and videos of the space so you can review them again afterwards. It helps having something to come back to especially if you have multiple venues you are considering.

For more tips and advice, you can visit our journal on our website at <http://rufflesandbells.com.au/journal>

Happy Planning!

xoxo

Ruffles and Bells