

# The WEDDING Parlour

## Wedding Venue Checklist

### Venue Questions

- Is your venue available on the required date?
- Is your venue easy to find?
- Is your venue licensed to carry out civil weddings?
- If you do hold a license for civil ceremonies, what authority do you come under and can you supply names and contact details for the registrar (**see officiants section**)
- Will ours be the only wedding at your venue on our wedding day?
- How many people can you accommodate?
- How many car parking spaces are available?
- Do you allow confetti to be thrown at the venue?
- Do you allow candles to be lit in the reception room?
- Do you have a noise limiter fitted or can we turn the music up all the way?
- Are there any bedrooms over the dance floor?
- Do you allow professional firework displays at your venue?
- Do you offer the option of a marquee?
- Are there separate rooms available for the wedding, reception, meal, evening reception etc?
- When can we have access to begin decorating reception space with banners, balloons, flowers etc. or is this something your staff would take care of? (Morning of the wedding, day before etc?)

- If the evening reception is being held in a room that is being used for something else earlier in the day, do you require the DJ/band to set up their equipment beforehand?

#### Room Questions

- Is there a room provided for the use of the bride and groom for the day?
- Is there a dressing room that the bride and bridesmaids can use prior to the ceremony?
- How many rooms are available for overnight accommodation?
- What are the costs for overnight accommodation?
- Is breakfast included?
- What is the checkout time the following day?
- Do you have a room where it is possible to store items until it is possible to collect them i.e presents and are you insured for any loss or damage to these items?

#### Catering Questions

- Do you insist on doing all the catering?
- Can you supply examples of suggested menus along with prices?
- Do you include a cake stand and knife?
- Do you have a preferred order of service? (When and where do we cut the cake etc?)
- What time do you offer an alcohol license until?
- What time do you ask the reception to finish?
- Do you supply all the wine and champagne or is it possible to supply our own?
- If we are able to supply wine, what do you charge for corkage?

#### Financial

- What are the costs for the use of your venue?
- Do you have various payment options?
- Do you require payment up front or can you give a date for payment?