

HALL & CO EVENT DESIGN'S ULTIMATE
LIST OF QUESTIONS TO ASK TO HELP YOU
FIND YOUR DREAM WEDDING VENUE

If you have one in mind, is your preferred wedding date available?

What is the process for booking my date?

Is there the option to put a refundable holding deposit down while I decide?

What is the maximum capacity for the venue?

Are there a peak and off-peak price for seasons/weekdays/weekends?

What is your payment process? Do you accept instalment payments?

What is your deadline to pay the final balance?

Do all of the fees stated include the fine print? E.g. VAT, breakages, cleaning fees

What is your cancellation policy?

What is your postponement policy? including unprecedented times?

Do you have a Bride and Groom suite, or another area for the bridal party to get ready?

Are there any rooms on-site for our guests to stay in?

Do you have recommended transport services to get our guests to the venue from their hotel?

Do you have recommended hotels or local accommodation for our guests?

Is the phone service strong so our guests can call for taxi's? Also do you have recommended taxi services?

Is there WIFI throughout the venue?

Where will wedding gifts and cards get stored during the event and overnight?

Who will be our point of contact on the day of our wedding and the planning beforehand? Are we able to have a face to face meeting?

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Are there any in-house suppliers included in the venue price? If not, who are your recommended suppliers?

Can I choose my own suppliers? If so, is there an extra fee for using external suppliers?

What are the insurance requirements for external suppliers?

Does the venue have liability insurance?

Does the venue include any hired equipment? E.g. table linen, glassware, chairs? Or do we need to hire this in externally?

What time can our suppliers, friends & family come to set up on the wedding day or the day before?

Are our suppliers responsible for taking down the event after the wedding has finished? If so, what time restrictions do they have?

Do you have in-house caterers? If so, is this included in our venue hire fee?

Can we arrange a tasting before the event? How does the tasting process work?

Do you serve alcohol on-site or do we need to provide the alcohol? If providing ourselves, is there a corkage or service fee?

If the ceremony is outdoors is there a wet weather plan? Do you have any pictures of this?

Does the ceremony allow for multiple ceremony configurations?

Are there sufficient sockets for our band/DJ to plug into?

What are the lighting options for the reception?

Are open-flame candles / sparklers / confetti, etc. allowed?

Do you have security services on-site? If we must provide our own security, who would you recommend?

Are pets allowed to attend the wedding?

Do you provide bins for our rubbish?

Do you have a recycling policy?

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