



# Questions to ask a prospective *Venue*

Q: How many people can your facility accommodate?

A: \_\_\_\_\_

Q: What kinds of packages do you offer? Is a gratuity included in the price?

A: \_\_\_\_\_

Q: Is there catering onsite? Are we required to use it?

A: \_\_\_\_\_

Q: Do you have a liquor license? **A:** \_\_\_\_\_

Q: Is there a surcharge for bringing in alcohol? Or corkage fees?

A: \_\_\_\_\_

Q: Are you able to provide lighting setups? **A:** \_\_\_\_\_

Q: Do you provide linens, tables, chairs, etc.?

A: \_\_\_\_\_

Q: Is there an extra fee for those services?

A: \_\_\_\_\_

Q: When will we have access to the room for setup? How long will we have it?

A: \_\_\_\_\_

Q: Can we hold our rehearsal dinner here? **A:** \_\_\_\_\_

Q: Will any other events be scheduled on the same day as ours?

A: \_\_\_\_\_

Q: What happens if we need to cancel our event?

A: \_\_\_\_\_

Q: For outdoor venues: Is there a backup plan in case of inclement weather?

A: \_\_\_\_\_

Q: Who is responsible for acquiring licenses and coordinating any facility rentals?

A: \_\_\_\_\_