



## Questions to ask a *Venue*

- How many people can your facility accommodate?
- What kinds of packages do you offer?
- Do you have onsite catering? Are we required to use it?
- Do you have a liquor license?
- Is there a surcharge for bringing in alcohol? Corkage fees?
- Are you able to provide lighting setups?
- Do you provide linens, tables, chairs, dinnerware, etc.?
- Is there an extra fee for those services?
- When will we have access to the room for setup? How long will we have it?
- Can we hold our rehearsal dinner here?
- Will any other events be scheduled on the same day as ours?
- What are your policies if we need to cancel our event?
- For outdoor venues: Is there a backup plan in case of inclement weather?
- Who is responsible for acquiring licenses and coordinating any facility rentals?
- Are there any restrictions on entertainment, decorations, dress code or alcohol?