

questions to ask a venue

How many people can your facility accommodate?

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

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

Do you have a liquor license?

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

Are you able to provide lighting setups?

Do you provide linens, tables, chairs, 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 happens if we need to cancel our event?

What is your cancellation/refund policy?

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

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