

{FREE PRINTABLE}

100 Question Wedding Venue Checklist

Wedding Workbook Wedding Venue Questions Checklist



Bride & Groom: _____

Wedding Date: _____



Venue Availability

- Is the venue available for our selected wedding date?
- Will we have exclusive use of the venue on our wedding day? Will another event be booked in the room or church before or after ours?

Note: Venues that host multiple weddings may place a limitation on the amount of time available per ceremony or reception.

- Will other events be occurring in nearby venues? If so, will the sound carry from the other venue?

Venue Size/ Capacity

- How many guests can the venue accommodate with and without a bar on the premises?

cost. Be sure to inquire about additional costs should the cost of booking the venue not include the special touches that you need.

- What is the cost of booking the venue and does this amount include a limited number of hours? If so, how many hours are included in the venue cost?
- Are we allowed to use the venue for longer than arranged? If overtime use is allowed, would an additional overtime cost be incurred and if so, what is the extra cost?
- Does the total cost for booking the venue include tax or VAT?
- Is gratuity included in the venue booking cost or are we required to pay this separately?
- Is the cost of booking the venue based on a per person basis?

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