

Choosing a Wedding Venue

Choosing a wedding venue is one of the toughest wedding decisions faced by a couple – the venue determines the style of your day, and will serve as the backdrop for your whole event.

We want to help you get wedding wise, so we've created this handy venue checklist to help you choose the perfect wedding venue. You can download and print out this list to take along to potential venues, to ensure you're asking the right questions.

When you meet with any potential venue, it's important that you find out the answers to these questions so you can decide which venue is going to work for you.

Not all of these questions will apply to your venue, or your wedding.

1 Experience + Presentation

- How many weddings have you done before?
- Will other functions be occurring at the venue on the date of my wedding?
- Can you show us photographs of previous weddings?
- Can you give me the contact details of previous clients who can give a good referral?

<input type="text"/>
Yes No
Yes No
Yes No

2 Facilities

- How many guests can you accommodate in the ceremony and reception areas?
- Is there a room where the bridal party can prepare before the ceremony?
- Do you have speakers and microphones for the ceremony, and a sound system and lights for the reception, or do we need to supply these?
- Where do guests congregate before and after the ceremony? Can drinks and nibbles be supplied to them while they wait?
- What locations are available for photographs?
- Is there an area for dancing? Is this a separate area or do you move tables aside after dinner to create the area? Who facilitates moving the tables?
- Do you have facilities to support a live band?
- What are the noise restrictions in your area?
- What parking is available?
- What facilities are available for guests? Are there adequate disability facilities for our group?
- What time must my guests vacate the building?

<input type="text"/>
Yes No
Yes No
Yes No
<input type="text"/>
Yes No
Yes No
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3 Wedding Package + Services

- What hours does the rental period cover? Are we able to set up the night before?
- Are there any restrictions on the types of decorations you can use?
(For example, many venues such as historic homes prohibit candles, as they are a fire risk)
- Will someone be co-ordinating the event on the day, or is this our responsibility?
- What is included in the hire fee? Do we need to hire in items such as tables, chairs, decorations, plates, glasses, and cutlery?
- Do you offer on-site catering, or must we choose our own caterer?
Can you supply a list of approved caterers?
- Do you offer a bar service? Do we need to supply our own bar and waitstaff?
- Do you offer discounts for mid-week, mid-day, or off-peak weddings?

Yes No
Yes No
Yes No
Yes No
Yes No
Yes No
Yes No

4 Payment + Terms

- How much will it cost to book your venue for my wedding?
- When do you require the deposit to be paid?
- When is the balance of payment due?
- What extra charges are added to your package?
- What is your policy on cancellations and refunds?
- What happens to our deposit if your business sells or closes down prior to our wedding?
- When do you need to know the final number of guests?
- Do we need to apply for our own liquor licence?

Yes No

5 Reviewing the Wedding Venue Contract

After you decide on a venue, the company should provide you with a written contract outlining the terms of your hire. This is important to protect both yourself and the venue and make sure all expectations are met. When you receive your contract, check that:

- The date and times for your wedding are correct.
- The hire fee and package are the same as you discussed with the venue.
- The facilities that will be available for your use.
- The catering cost per head is the same as you agreed.
- Details of deposit paid and final dates for the balance owed.
- Any other special arrangements are outlined in full.
- The name and contact details of the person at the venue you're dealing with.

If you have any questions about the contract, talk to your venue representative before signing. If you make any changes to your arrangement after you receive the contract, make sure to get those amendments in writing as well.