

Venue Tour Checklist

Basics

	Is one of your preferred dates available?
	What is the maximum occupancy?
	What is included in the packages?
	What is the rental fee? Is there an off-season discount or weekday rate?
	How much is the retaining fee? When is it due and is there a payment plan available?
	Is there an area to hold your ceremony onsite as well? Is this an additional fee?
	Are there dressing rooms?
	Is the property handicap accessible?
	What is the cancellation policy?
	Is there a plan-B in case of bad weather? (for outdoor areas)
	What is the rental timeframe?
	How many events are held each day?
	Can tables/chairs be moved to personalize the floor plan for your event?
	What are the décor guidelines?
	Can décor be delivered to the venue?
	Do they have a required vendor list? Do they charge a fee if you use a different vendor?
	Do they apply a service charge to your total?

Alcohol & Security

	What is their alcohol policy?
	Do they provide bar staff?
	If they provide alcohol, are they licensed to do so?
	Is there a corkage fee?
	Do they have or require security for the event?
	Do they include event liability insurance in the package?
	Are you required to secure event liability insurance?

A few additional thoughts...

	Is there a time by which entertainment must end?
	Are there plenty of outlets around the room? This will limit your room setup
	What is the parking situation?
	Do they include a venue coordinator or event coordinator? What services are included?
	What are the overnight accommodations available to your guests?
	Does venue staff bus tables during the event?
	Who is responsible for setting up and clean up?
	Can décor be picked up at a later date or must everything be removed immediately?