

VENUE SEARCH

venue:	1	2	3
contact info:			
Name:			
Phone:			
Email:			
Website:			
date:			
Is mine available?			
Capacity:			
How long do we have access to the venue?			
Price			
logistics:			
Can we have both the ceremony/reception at this venue?			
If one is outside - Is there a backup plan for rain?			
Do they supply table/chairs?			
Do we have to use vendors on their preferred list?			

Are there limitations on decorations, including candles?			
When can we enter/depart the venue?			
What else do you supply in-house?			
food + drink:			
Is there an in-house caterer/bar?			
Do we have to use that caterer?			
Are there alcohol restrictions?			
Is there a minimum food/bev we must hit?			
payment:			
What are the rates for different days or times? (Friday, Saturday, Sunday; Afternoon/Evening?)			
What is the payment schedule?			
What kind of deposits are required?			
Are there hidden costs like service charges, gratuity, cleaning fees, overtime charges?			
What's the cancellation policy?			