

venue questions	
Is it available on your preferred day? When is the venue available?	
Is the venue licensed for civil weddings/hold a licence for civil ceremonies?	
If licensed - can they provide you with the name and contact details of the local register office?	
Will your wedding be the only wedding at the venue on the day or does the venue cater for multiple weddings?	
How many people does the venue accommodate for: - ceremony - wedding meal (sit down or buffet) - evening reception	
As part of the cost, does the venue provide an in-house wedding coordinator who will supervise and co-ordinate the day and resolve any problems that arise? Is it possible to meet with them now?	
What would be their suggested timings for your wedding day? (Ask for timings for three different start times – e.g. 1pm, 2pm and 3pm. This is important because the availability of a registrar may restrict what time you can get married).	
How much outside space do you have for guests for the drinks reception and throughout the day as and when required?	
What are the parking facilities?	
How many spaces?	
When do cars need to be removed from the car park? (Some guests will drive to the venue and leave their car overnight so they can have a drink and get a taxi home before collecting their car in the morning).	
Is there space for a coach should you hire one to bring or collect guests? (This might be necessary if parking space is limited).	
What decorations are supplied as part of the venue hire? E.g. candles, table number holders, cutlery, plates, table linen, cake stand and knife, lighting, flowers etc. (Do you like the venue without decorations? If not – it could cost a lot to make it look more appealing).	
Is there any limit on the type of decorations you can have e.g. balloons, candles etc?	
Do they have adequate cloakroom and bathroom facilities?	
Is confetti allowed?	
Are fireworks allowed? Are there any restrictions on this?	
Does the venue allow and have space for a helicopter to land? Are there any restrictions on this?	
Does the venue have air conditioning?	
Does the venue have disabled access?	

room questions	
Where will the ceremony, drinks reception, meal and evening reception take place?	
If the entire day will be in one or two rooms - how will guests be moved around to allow tables or the dance floor to be set up?	
If you're planning on using outside space for your wedding - what backup plans do they have in the event of rain?	
Does the venue offer the option of a marquee?	
Is there a dressing room that the bride and bridesmaids can use to get ready? (This will save you the cost of wedding transport).	
Is there a room provided for the use of the bride and groom for the day?	
Do they have a room where the band/entertainment can sit/get ready before they go on stage?	
Is there a quiet room that can be used as a crèche if necessary?	
Is there a private space for breastfeeding mums?	
Are there quieter areas for older guests and others to talk, away from loud music?	

When will you have access to start setting up the room for decorations and flowers e.g. the day before, morning etc? (Unless the venue will do this).	
If the venue decorates the room, when can you deliver your decorations, table plan, drinks etc?	
When does the room need to be cleared of decorations, flowers, wedding cake etc? (Some venues will insist this is done on the night).	
If you are able to collect everything the day after the wedding - do they have a room where you are able to store your wedding presents?	
Are they insured for any loss or damage to presents? (If not – you'll need to check your wedding insurance policy).	

### accommodation questions

Does the venue have overnight accommodation for the bride and groom?	
Does the venue have overnight accommodation for the guests? If so, how many guests can be accommodated?	
What is the rate per night? Is there a special rate - perhaps if you agree to block book a set number of rooms?	
Is breakfast included?	
What time is check in & checkout?	
Would accommodation need to be paid for in advance or on checkout? (Unless a hotel, most venues will prefer for the guest accommodation to be paid upfront by the bride and groom).	

### food & drink questions

Do they have an in-house caterer or can you use your own?	
Can they supply you with example menus and price lists?	
If there is something you would like on the menu - would they make it for you?	
If you want to use the wedding cake as your dessert - are they able to cut up and prepare the cake as dessert for you? How much would they charge for this?	
Do they include a cake stand and knife if required? Is this included in the cost of hire?	
Do they insist on supplying all the wine and champagne or can you bring your own?	
If you can bring your own, how much do they charge for corkage?	
What will happen to any unopened bottles?	
What do they do to prevent any bottles from being unopened unnecessarily?	
What are the bar prices?	
Are bar staff included as part of the price? Do you need to pay extra to staff the bar?	
What time will the bar close?	

### entertainment questions

What sort of entertainment has there been at other weddings at the venue?	
Does the venue allow live bands and musicians?	
Do they supply a DJ or band? Is this included in the price?	
Do you have the option to choose your own DJ or band?	
Is there sufficient space for a band/DJ and dancing?	
What time does the evening reception need to finish? (You will need to find out what time the music needs to finish and when the venue needs to be cleared).	
Is there a sound limiter at the venue? If so, what is the limit?	
Are there sufficient power sockets? (Most bands will require at least 3-4 standard sockets although you should confirm when you have chosen a band).	
How accessible is the venue for bands? How do bands normally bring their equipment in? (Most bands will have heavy or large equipment and may have problems if they need to walk up narrow stairs or can't park near the venue).	

Given your wedding timetable, when could the band set up and perform their sound check? Can they advise suggested timings?	
When would the DJ/band need to set up their equipment? (This is especially important if the evening reception is to be held in a room that will be used early on in the day).	
Do they provide any garden games e.g. Jenna, Connect 4, croquet or skittles? Is this included in price or an extra cost?	

### recommended suppliers?

Can they recommend a good photographer?	
Can they recommend a good videographer?	
Can they recommend a good catering company?	
Can they recommend a good florist?	
Can they recommend a good wedding cake maker?	
Can they recommend a good musician/DJ?	
Can they recommend a company that provides room decoration e.g chair covers, table linen, balloons etc?	
Can they recommend a company that supplies wedding transport to the venue?	
Can they recommend a good childcare company or children's entertainer?	
Can they provide you with a list of local taxi firms? Do they have any special arrangements/discounted rates with them?	
Can they provide you with a list of local accommodation for your guests? Do they have any special arrangements/discounted rates with them?	

### questions to ask about your external suppliers

Should they need to, would it be ok for your photographer/videographer to come and visit the venue in advance to allow them to get their bearings/work out best places for their shots?	
If it rains on your wedding day, where is the best place for the photographer to take the photographs?	
If you are planning on providing your wedding suppliers with refreshments, how will this work? What does the venue suggest?	

### other questions

Do they provide a PA system that can be used for the speeches and announcements?	
Do they have public liability?	
What is their policy with regard to children's entertainment or childcare? (Some venues have a policy with regard to the maximum number of children allowed before specialised childcare needs to be arranged).	
If the wedding starts falling behind schedule how will the venue help things to get back on track?	
If the venue provides an in-house wedding co-ordinator - will they make all the announcements or will you need to provide someone?	
Do they provide a table for the cake and presents?	
Do they provide an easel or board for your seating plan?	

### cost

How much does it cost?	
What is included in the cost? Ask for a written breakdown.	
Does the price include VAT or is this extra?	
Are there any overtime charges - should the entertainment over run? If so - what are they?	
What is the cancellation policy? What if you need to postpone? (Wedding insurance will protect you if you need to cancel or postpone the wedding).	
How much deposit is required and when?	
Is the deposit refundable?	
When will the remaining payments be required?	