

# Devoted Wolf

## EVENTS

### Questions for Venues

How many people can this location accommodate? (remember to consider dance floor, buffet tables, cake table, gift table, DJ table, etc.)

Are there multiple ceremony/reception spaces? How far away is the ceremony site?

How many restrooms are there?

What's your weather contingency plan for outdoor spaces?

Is there an outdoor space where guests can mingle, can it be heated and/or protected from the elements if necessary? Is there a separate indoor "socializing" space?

Are tables, chairs, plates, silverware, and glassware provided or will we have to rent them?

What type of chairs do you provide?

What size tables do you have? (important to know so when/if we have to order linens, we know what to get)

Do you provide linens? Floor length? What colors?

Are there decoration guidelines/restrictions? Can we use real candles/open flames?

How much time will I have for décor set up? Does the venue provide assistance getting gifts/décor back to a designated car, hotel room, etc. after the event has concluded?

Do you have signage or other visual aids to help guests get to the event?

Do you provide a coat check service? If not, is there an area that can be used and staffed for that purpose?

Do you have an in-house caterer or a list of preferred caterers? Even if there is an in-house caterer, do we have the option of using an outside caterer?

Do you have a food and beverage minimum?

If we hire an outside caterer, are kitchen facilities available to them?

If using the in-house catering, what is the average food and beverage cost on a per person basis?

What is the service charge and is gratuity included?

Do you offer a food tasting prior to finalizing the menu selection? If so, is there an additional charge?

Is there a cake cutting fee?

Can we bring our own wine, beer, or champagne? Is there a corkage fee if we do? Can we bring in other alcohol?

Are you licensed to provide alcohol services?

Are there additional charges for bar staff?

Can the venue accommodate a DJ or live band?

Are there restrictions on what time by which the music must end?

What overnight accommodations can you supply, if any?

Do you provide a complimentary room or upgrade for the newlyweds?

What security services do you offer, if any? Do I need to hire my own security guards, or does the site hire them, or have them on staff?

Is there parking onsite? If so, is it complimentary?

Do you offer valet parking and if so, what is the charge?

If there is no onsite parking, where would my guests park?

Are cabs easily accessible from the venue?

What is the rental fee and what all is included in that price?

How long do we have use of the event space(s) we reserve?

Is there an overtime fee if we stay longer?

Is there a minimum or maximum rental time?

Is there an additional charge for using two spaces, one for ceremony and the other for reception?

Is there a discount for book an off-season date or on a Sunday through Friday?

How much is the deposit, when is it due, and is it refundable? What is the payment plan for entire bill?

Does the venue require liability or "wedding" insurance?

What's the cancellation policy?

Do you have seating for both ceremony and reception available? (without having to move chairs)

Where do you usually host cocktail hour?

If ceremony and reception are in the same room, how long does it take to turn over the space?

Is there a "getting ready room" available for both sets of bridal parties?