



## QUESTIONS TO ASK A *venue?*

- How many people can your facility accommodate?
- What packages do you offer?
- Do you have on-site catering? Can we choose to have an offsite caterer?
- Do you have a liquor license?
- Is there a surcharge for bringing in alcohol? Corkage fees?
- Can you provide lighting?
- Do you provide linens, tables, chairs, dinnerware, etc.?
- Is there an extra fee for those items?
- When will we have access to the room to setup? How long will we have it?
- Can we hold our rehearsal dinner here?
- Will any other events be scheduled on the same day as ours?
- What are your policies should we need to cancel?
- For outdoor venues: Is there a plan in the event of inclement weather?
- Who is responsible for acquiring licenses and coordinating any facility rentals?
- Are there any restrictions on entertainment, decorations, dress code or alcohol?