

## Questions to Ask Before Reserving your Event Venue

***Courtesy of Pour Girls & Some Guys Inc.***

***Serving Puget Sound Since 1995***

***Main contact: Janet Lickey 206-248-2290 / 206-719-0996***

**[www.pourgirls.com](http://www.pourgirls.com)    [janet@pourgirls.com](mailto:janet@pourgirls.com)**

Apart from the obvious availability, capacity, menu and cost questions, there are a number of other crucial questions that shouldn't be overlooked when choosing a venue.

One key thing to remember that "venue speak" does not always mean something automatically comes with rental package. It may mean that it can be **acquired** for you usually with an additional rental fee.

- Will ours be the only event at the venue on that day?
- What is the venue capacity?
- What are our options for rehearsal?
- Do you have staff on property during our rental time? Where are they located if we need them?
- Who is my contact person?
- What are your hours?
- When will the venue room/s be available for decoration, etc., e.g. day before or morning of the event?
- What are the restrictions for items on the walls and decorating?
- What weather contingency plans do you offer?
- Do you provide dedicated dressing rooms for the groom and groomsmen?
- Do you provide dedicated dressing rooms for the bride and bridesmaids?
- Where is the normal ceremony area?
- What paperwork do you require and when is it all due?
- When I schedule my event with you am I permitted to come back and see the venue for planning?
- Do you have open houses or showing periods for us to come see the venue?
- Do you require a banquet permit?
- Do you require us to get insurance and list you as additional insured? What are the dollar amounts you need for the insurance?
- How many hours do we get for the rental time?
- What is your staff's attitude if proceedings start running late?
- What are the penalties if we run over time?
- When can rental ware be dropped off and when does it have to be picked up?

- Do you have a preferred vendor list or a list of vendors that have been here before?
- Do we have to use only those vendors or can we use ones we choose?
- Do you have a recommended rental company?
- Are linens included?
- Are tables & chairs included in the rental fee?
- What size are the tables?
- Do you set them up or do we? Tear down?
- What part is our cleanup responsibilities and what comes with the rental?
- Do you have garbage dumpsters?
- Are we responsible for taking the garbage out?
- What do you recycle?
- Do we have to supply our own garbage bags and paper towel?
- Do you provide separate rooms for the wedding and reception?
- How long does the changeover take?
- Where would our guest go during the change over?
- What is the plan for chair changeover?
- What are the prices & dates for "off season rental"?
- How far in advance can we reserve for next year?
- Do you offer an "early deposit promotion"?
- How much is the down payment to reserve the venue? When is the balance due?
- Do you require a damage deposit? What are the details to get that returned?
- What is your cancellation/ refund policy?
- What parking is available?
- How many cars will it hold?
- Is there additional parking available?
- Are taxis/ UBER readily available?
- Do you have any music restrictions?
- What time does the music have to go off?
- Where does the DJ normally need to set up?
- Is there equipment available if we choose IPod or alternate music sources?
- What about live bands?
- Do you have a dance floor?
- Do you have lighting for the reception area?
- Do you have lighting for the bar area?
- Are there dimmer lights?
- Are food trucks allowed?
- Are there kitchen facilities available for the caterer?

- Do you allow potluck/ self-catering?
- Can we choose our own caterer?
- Can we supply our own alcohol?
- Do you allow hard liquor?
- Do you allow Kegs?
- Do you have a bar?
- How far in advance can we bring the kegs in? Do you have a cool place to store them?
- Do you allow us to have alcohol in the bride & grooms room prior to the guest arriving?
- Where can the guest go and not go with alcohol?
- Is there an ice machine that we will have access to that day?
- How big is it/ capacity?
- Is there a charge for the ice machine use?
- Does the bartender/ bartending company need to have their own insurance?
- Can we choose our own bartender?
- Can we have family or friends bartend?
- Do you allow self-serve bars?
- Restrooms?
- Do you have recommendations close by for our out of town guest to stay?
- Do you allow confetti, flower pedals, sparklers or bubbles?
- What do you do with lost and found items after the event?
- Do you allow tea lights with flame or do they have to be battery operated?
- Is smoking allowed on property?
- Do you provide ladders for us to use?
- Do you allow pets?
- What are the parameters for kids?
- Do you require an event planner?
- Is there somewhere safe to store gifts?
- Where do you put the gift table normally?
- What photographic opportunities does the venue offer?
- For our invitations- is your mailing address different than the street address?
- Are you aware of other community events on our date that will affect our guest getting here on time, parking or noise during the ceremony?