

Venue Information Sheet

Venue: _____ Location: _____

♥ Dates Available:

Notes:

♥ Time

Number of hours included in rental: _____

When can vendors arrive for setup? _____

Wedding day coordinator? _____

Drop-off supplies day prior? _____ flower storage?: _____

Bridal Suite?: _____

♥ Capacity:

*Rain plan:

♥ Catering:

On-site?

Tasting included?

Dessert included?

Cake included?

Sodas included?

vendor meals \$_____ (hot) \$_____ (boxed)

kids meals \$_____

final headcount due: _____

Packet of info: enclosed PDF website

Off-site by required vendor: _____

Off-site open/recommended vendor: _____

♥ Alcohol

Notes:

can bring own

through venue

through caterer

♥ Setup

Tables included?

rounds fees: _____

long tables fees: _____

Chairs included?

chivari fee: _____

white folding chairs fee: _____

conference style padded chairs fee: _____

other fee: _____

Linens included?

tablecloths napkins

Upgrade fee: _____

Dinnerware (plates, silverware, etc)

Glassware/Stemware

Area for kids?

♥ Parking

free holds how many: _____

fee: _____

valet fee: _____

♥ Decorations

Candles allowed?

Sparklers allowed?

Confetti allowed?

Lighting

Signs available?

♥ Fees

- Custodial fees: _____
- Late fee (staying past end time): _____
- Server fees: _____
 - Cake cutting fees: _____
 - Corkage fees: _____
- Security: _____
- Event insurance required? _____
- Deposit Due on: _____
 - _____%
 - security deposit: refundable non-refundable
 - full amount due: _____

♥ Notes:

♥ Reaction after visiting:

♥ Contact Person:

♥ Date of visit:
