

# Wedding Venue Tracking, Questions and Comparisons Checklist

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**Company Name:**

**Company Name:**

**Contact Person:**

**Contact Person:**

**Address:**

**Address:**

**City:**

**City:**

**State:**

**State:**

**Zip Code:**

**Zip Code:**

**Phone Number:**

**Phone Number:**

**Email Address**

**Email Address:**

**Web Site Address:**

**Web Site Address:**

## QUESTIONS:

Venue 1

Venue 2

1. How long have you been in business and how many events have you hosted?

2. Have you handled events of my type and size before?

3. What is the capacity of your room(s)?

4. Do you have all the necessary licenses and health permits?

5. Are you properly insured?

<b>6. Do you allow outside Caterers? If so, is the kitchen fully equipped?</b>		
<b>7. If the reception location is also the caterer: Do you provide tasting consultations/food tastings?</b>		
<b>8. What is your liquor policy?</b>		
<b>9. Who is supplying the liquor, water, ice, etc.?</b>		
<b>10. Do you have an ice machine on site?</b>		
<b>11. Is there a dance floor and, if so, how many people can it handle?</b>		
<b>12. May our DJ or other professional(s) have access to your electrical outlets? Are there enough?</b>		
<b>13. Is a deposit required? If so, how much?</b>		
<b>14. When is the deposit due to reserve the room?</b>		
<b>15. When is the final headcount due?</b>		
<b>16. May I make partial payments?</b>		

<b>17. When is the final payment due?</b>		
<b>18. What percentage are the taxes?</b>		
<b>19. What is the overtime charge?</b>		
<b>20. Is the set-up and clean up included in the final price?</b>		
<b>21. Do you provide tables, chairs,?</b>		
<b>22. What equipment do you provide?</b>		
<b>23. Do you have Audio/Visual Equipment?</b>		
<b>24. Are the above items included in the basic price or are they extra? If extra, how much?</b>		
<b>25. Do you provide rentals, or are they from another company?</b>		
<b>26. Is there adequate parking?</b>		
<b>27. Is there a charge for parking? If so, how much?</b>		
<b>28. Do you offer valet parking? If so, how much?</b>		

