



The Reception

Choosing Your Reception Venue
Questions To Ask..
Comparison Worksheet

Choosing Your Reception Venue!

Many of the beautiful memories of your wedding day are going to come from your reception.

It is important that you are comfortable with the food, the staff, the ambiance and the surroundings at the facility.

- ◆ Start looking as soon as your engagement has been announced. This will guarantee a better selection and less compromise on your part.
- ◆ Check on various sites by referral from other service vendors, friends, yellow page ads, your local chamber of commerce, or check out listings. If you find a few that you are really interested in, call and ask them to send you information and menus. After you have narrowed your research down to three that interest you, call for available dates. If any of the dates fit into your schedule, ask for an appointment. Only view three or four facilities. Adding more facilities will only make your choice confusing.
- ◆ When viewing the various facilities, take a couple of people with you. Try to only visit three sites and check for date availability before you schedule a visit. If you take too many people or visit too many sites, the decision process becomes more difficult.
- ◆ Locations charging a rental fee usually do not include catering. (Many can provide a list of caterers that they prefer.)
- ◆ Locations like Restaurants and Banquet Halls that offer catering will usually charge a per person fee.
- ◆ Will your guest be comfortable here? Is it large enough for dancing, musicians, and an area to cut the cake?
- ◆ At each site, whether it be a reception site only (no catering on-site), or a Banquet facility, ask if packages are available. If so, then what is included in the package?
- ◆ As with everything you are planning, check for additional charges that have not been mentioned. Common charges include a corkage fee, a cake cutting fee, etc .
- ◆ Many facilities have multiple rooms that can accommodate varied size weddings. Capacities can vary during different times of the year, depending on whether they offer outside, inside, or both facilities.

- ◆ Consider off-peak times to have your wedding. This may save you a fair amount of money to have your wedding on a Friday or Sunday night, instead of a Saturday in August. Ask reception sites and vendors about availability and if they offer any savings if you choose this route.
- ◆ Mid November through January first is NOT a good time to plan a wedding. Most facilities and caterers will be booked for office, and business related parties. If you really want a December wedding it would be to your benefit to reserve the site of you choosing a year in advance. Depending on the site and the area you live in, the possibilities of reserving a site with less notice still may be feasible.
- ◆ Get all of the details in writing from any service you use before you put money down. This will help prevent broken promises or cover you in the event that the contact person (with whom you made the original agreement with), is no longer in the companies employment. It gives you proof to back up what agreements were made.
- ◆ Deposits and final balance dates, will vary. Check out ALL details before signing on the dotted line.

Check out their policies on alcohol restrictions, music and dancing restrictions, and the times that are available. Also check the terms of liability insurance.

Questions To Ask Your Reception Venue

The following are some questions that you may consider asking your venue contact.

Do you have any liability insurance in the event a guest is injured?

What is the rental fee? What exactly does it include?

What is the maximum attendance the room or area can handle - for a seated dinner, buffet, or hors d'oeuvre reception?

Is the reception site to be shared with another wedding group? How are the facilities divided? How is privacy ensured?

Are there any restrictions on when the site is available? Any price discounts for certain time periods, days of the week?

Are there rooms available where we can change into wedding attire, going-away clothes?

Do you provide a coat check service and is it included in the rental fee?

For how many hours does the rental fee reserve the space

Are there charges for overtime? When do they begin?

Are we allowed early access for set-up, decorating etc

Are there regulations on decorations or flowers?

Is there adequate parking for my guests? Will they be charged? Can these charges be waived?

Do you provide tables? What kind - round, oblong, and how many to a table? Chairs?

Do you provide china and silver?

Are table covers/skirts available? Colors available?

What are the colors of the facility?

Do you have a floor plan available for sketching the reception layout? Where will the cake table, gift table, bride's table be located?

If applicable, Can the site be used for both the ceremony and the reception?

Do you have an in-house caterer or preferred list of caterers? Can I bring in the caterer of my choice?

Do you have enclosed adequate kitchen facilities? (Caterers may add surcharges for appliances - a stove, refrigerator, etc.) If you are bringing in your own caterers make sure they are allowed access to all the kitchen facilities.

Do you supply bartenders? Is there an additional cost?

Do you have any restrictions on alcohol?

Can we bring in our own liquor?

If site provides the liquor, what is the per person or per drink charge?

Are you licensed by SOCAN and are we going to be charged the Fees?

Are there any regulations concerning the type of music; number of musicians; duration of the music

Is there a dance floor? Is dancing allowed? Where?

Do you have a microphone? Can we test it? Is there any additional charge for its use?

Can we review staging, lighting, audio and video needs?

Are there any restrictions on photography or video cameras?

Do you have air conditioning (for warm weather weddings)? Adequate heating (for winter and early spring nuptials)?

Are there any additional charges for required services?

Can you confirm the reservation in a letter that will outline all the details, including the room assignment?

What are the deposit and refund requirements?

What is the name of the banquet manager? Will he or she be on hand that day? If not, who will be in charge?

Is a security deposit required? How much is it? When can I expect a refund?

Will you be handling the clean-up and is it included in the rental fee?

What is your cancellation policy?

Above All, make sure you get a contract from the venue!

Reception Venue Comparison

Venue #1

Name: _____

Phone: _____

e-mail: _____

Estimate \$ _____

Notes: _____

Venue #2

Name: _____

Phone: _____

e-mail: _____

Estimate \$ _____

Notes: _____

Venue #3

Name: _____

Phone: _____

e-mail: _____

Estimate \$ _____

Notes: _____

Venue #4

Name: _____

Phone: _____

e-mail: _____

Estimate \$ _____

Notes: _____

FINAL CHOICE

Name Of Venue _____

Address Of Venue: _____

e-mail: _____

Phone: _____

Budgeted Amount \$ _____

Actual Amount \$ _____

Deposit \$ _____

Balance \$ _____

Date Balance Due _____