

QUESTIONS TO ASK THE RECEPTION SITE COORDINATOR

Go to www.planningaweddingtoremember.com to print out copies and use one for each location interviewed.

What type of hall or social rooms are available?	_____	If they provide the liquor, what is the per drink or per person charge?	_____
What is the maximum number their room can accommodate?	_____	Is there an adequate kitchen?	_____
What is the fee?	_____	Is there a dance floor?	_____
For how many hours?	_____	Do they provide a microphone?	_____
Are there overtime charges?	_____	If outside, are there heaters and lights?	_____
What is included?	_____	If not, is there sufficient electrical power available to use them there?	_____
Do they provide tables, chairs, linens, china, and silver?	_____	Are there adequate restroom facilities?	_____
Is there any additional fee?	_____	Is liability insurance, including liquor liability, included in the rental fee?	_____
Are there certain days of the week, or times of the day, when the price is discounted?	_____	Do they provide a coat check?	_____
Can the site be used for both the ceremony and reception?	_____	What is the fee, if any?	_____
Can you use your own caterer or is there an in-house caterer that must be used?	_____	Do they have adequate parking?	_____
Are there music restrictions concerning the type of music or length of time it may be played?	_____	Is there an additional fee?	_____
Is there a piano or are other musical instruments at the site?	_____	What is the deposit?	_____
Is there a charge to use them?	_____	What is the cancellation policy?	_____
Are there regulations on photography or videotaping?	_____	If reception is to be in a garden, can the area be tented?	_____
Are there rooms available for the bride, groom, and attendants to change into wedding attire or going-away clothes?	_____	Is there an alternative location that can accommodate the guests in the event of bad weather?	_____
Are there restrictions on alcohol?	_____	With a private reception site, do neighbors, police, or security companies need to be notified?	_____
Can hard liquor, beer, wine, or champagne be served?	_____	Is there a special area for guests to wait for the arrival of the bride and groom?	_____
Can you provide your own liquor?	_____	Is there a good location for the receiving line, guest book, and gift tables?	_____
With wine or champagne, is there a corkage fee?	_____	Is a security deposit required?	_____
		If so, how much?	_____
		When is it refunded?	_____
		Is the clean up included in the rental fee?	_____