

THE
WHITE
EDIT

incredible
is out there





THE VENUE DETAILS

VENUE NAME

VENUE CONTACT

CONTACT DETAILS

LOCATION

AVAILABLE DATES

PRICE

2

NEED TO KNOW CHECKLIST





NEED
TO KNOW
CHECKLIST

CEREMONY/ RECEPTION CAPACITY

YES	NO	OTHER	YES	NO	OTHER

ACCOMODATION ON SITE

If so, how many rooms/ sleeps?

Bridal Suite?

Cost for overnight accommodation?

Do you, or recommended local hotels offer a discount to bookings for the wedding party?

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IN HOUSE WEDDING PLANNER/

CO-ORDINATOR (Can you outsource a different planner / co-ordinator if you want?)

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WHAT IS YOUR CLOSING TIME?

Can we apply for a late licence to extend this & if so what is the fee for this?

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CONFETTI / CANDLES / FIREWORKS ALLOWED?

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EXCLUSIVE USE

Does the venue host more than 1 wedding p/day?

Is exclusive use available & if so what are the stipulations for this?

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MUSIC Live music permitted inside & outside?

Sufficient power sources available?

Is there a decibel limiter for the music?

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LET'S TALK ABOUT THE
VENUE

WHAT TIME CAN WE ACCESS THE VENUE FOR SET
UP / PACK DOWN?

WET WEATHER CONTINGENCY PLAN?

WHAT FURNITURE / DECOR DOES YOUR VENUE
INCLUDE? Do we need to hire any additional
items? Is this through you or a separate company
you recommend?

CLOACKROOM AVAILABLE TO GUESTS FOR
THEIR BELONGINGS?

DO YOU OFFER A CLEAN UP OPTION? Is this
included or alternatively what is the fee for this?

CAN THE VENUE ORGANISE TAXI'S AT THE END
OF THE NIGHT OR DO WE PRE-BOOK THIS?

WHAT ARE YOUR VENUES MAIN RESTRICTIONS?

VENUE ONE

VENUE TWO





SUPPLIERS

VENUE ONE

VENUE TWO

CATERING

In House? Recommended Supplier List? Our choice?

If we hire in a catering company will they have access to a kitchen, power supplies & running water?

If in house, is there a minimum spend p/head and are you flexible with the menu?

BAR/ ALCOHOL

In House? Recommended Supplier List? Our Choice?

Can we bring in our own drinks?

What are your corkage charges if so?

WHO PROVIDES LINEN/PLATES/GLASSWARE/ CROCKERY/ CUTLERY ETC? Additional cost for this?

CAN OUR SUPPLIERS DO A SITE VISIT PRIOR TO THE DAY IF NEEDS BE?



PAYMENTS & CONTRACTS

VENUE ONE

VENUE TWO

PAYMENT STRUCTURE

Deposit amount? When are the balance payments due?

VAT

Is VAT included in the final price?

TYPE OF PAYMENT

Do you accept CC payments/ BACS/ Cash?

Is there a charge for CC payments?

CANCELLATION / POSTPONEMENT

What is your cancellation/ postponement policy?

ALCOHOL LICENCE

Does your venue have an alcohol licence?

Is there a cut off time for this?

PLI

Does the venue have PLI?

ADDITIONAL CHARGES

What additional charges are there - music licence etc?



FOR ANY ADDITIONAL QUESTIONS

VENUE ONE

VENUE TWO



NOTES.



YOUR CHOSEN VENUE IS:



WHAT NEXT?

We hope you've found our venue checklist super helpful. Now it's time to sit back and enjoy a glass with your soon-to-be husband or wife & bask in the good feels. You've got all you need right here ... it's decision time!

If you want to get in touch, maybe you have some feedback for us or a burning question? Please do drop us a line, we'd love to hear from you.

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]





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