

QUESTIONS TO ASK WHEN BOOKING A VENUE

Venue and Logistics

- Is the space available on our desired date?
- Can the space accommodate our guest count and desired seating arrangement? Can you provide a sample diagram?
- Will there be other events at the venue?
- Is the location convenient for guests?
- How many hours do you offer for set-up?
- Do you allow signage/displays? Are there fees for this? Rules?
- Is there an on-site printer? Color printer?
- How many hours do you offer for break down?
- Can we ship to or drop things off at the venue beforehand? Are there fees?
- How many days prior to event can we ship/drop things off?
- Is there an office/storage space available for use during the event?
- What staffing is included in the venue rental?
- What additional staffing do you require during private events?
- What furniture is included in the venue rental?
- Do you have additional furniture on-site available to rent or use (i.e., chairs)?
- Are linens included in the rental fee? What colors do you have, or can we order special colors? What are the additional costs?
- Are there any decoration restrictions or limitations?
- Are lights on dimmers?
- Does your venue provide in-house A/V equipment, technicians and support, or will this need to be rented elsewhere?
- What kinds of Internet capabilities does your venue have available for guests?
- Is guest parking available? If so, is it free? Self or valet parking?
- Do you have security on property? Is it included in the rental fee?
- What additional insurance, if any, does your venue require for private events?
- Do you have any construction planned? If yes, what and when?
- Do you have any important policies to know about?

Food and Beverage

- What is the food and beverage minimum?
- What happens if we do not meet our food and beverage minimum?
- Does your venue offer in-house catering?
- Do you have a list of preferred suppliers/vendors?
- Is there a fee for bringing in a vendor not on the list?
- Can we have a food truck on the premises?
- Is there a cake cutting fee?
- How accommodating are you for people with special dietary restrictions? What measures do we need to take to provide you with dietary requests?

Payment and Event Budget

- What is the cost to rent the venue for our event's date and time? Is it negotiable?
- Is there a food and beverage minimum?
- Is there a cost difference between peak season and off-season?
- Is there a payment scheduling option available?

- What kind of deposits are required?
- Do you take credit cards? Are there additional fees involved to pay with a credit card?
- Are there hidden costs like a service charge, gratuity, cleaning fees or overtime charges?
- What is your policy regarding last minute changes or cancellations due to weather or other unexpected events?
- Do you include any freebies or services with the venue rental fee?

Hotel-Specific Questions

- With a block of rooms, or food and beverage minimum met, will the meeting space rental fee be waived?
- Do you have a shuttle service?
- What amenities are available for my guests?
- Are concierge upgrades available? Room upgrades?