

RECEPTION CHECKLIST / QUESTIONNAIRE

- The Location:** _____
- Date availability? _____
- Proximity to ceremony location? _____
- Are any other receptions booked for the same day? _____
- Room capacity? (*independently confirm*) _____
- Square footage of room? Cocktail area? Dance floor? _____
- Is there a public address system available? _____
- Are there visual obstructions in room? Pillars, columns, etc.? _____
- What does the rental fee include? _____
- Are there discounts for specific days/ time of day/time of year? _____
- Is there a minimum person guarantee (equal to a min. food/beverage charge) requirement? _____
- What are the overtime fees? _____
- What is the required deposit? When is it due? When is the balance due? _____
- What additional costs should we expect? _____
- Postponement/cancellation policy? _____
- Liability insurance required? Terms? _____
- Is there adequate parking or valet? _____
- Are we required to use an in-house caterer or 'preferred' caterers list? _____
- What time will vendors be allowed to enter facility? _____
- Are clean-up services provided? Is there an additional charge? _____
- Are candles/open flames allowed? _____
- Are there decorating restrictions? _____
- Are there any music/amplification restrictions? _____
- Is there a coat check area available? _____
- Are there bride and groom changing rooms? _____
- Is it handicap accessible? _____
- Are there childcare facilities? _____
- Is there adequate power and outlets for the entertainment? _____
- Are guests allowed to throw rice or birdseed? _____
- Are there plans to renovate in the future? _____
- (*If answer is yes, get completion date in writing before finalizing contract*) _____
- Is it a union venue? _____
- Are there upcoming contract negotiations or ongoing labor disputes to be aware of? _____
- Are you anticipating selling the property? _____
- When getting final price quote, make sure the dollar amounts include tax and gratuity. _____

(*Can be as much as 20% of total*)