

Wedding Venue Checklist

Checklist · 38 items · 14 sections

Every question to ask before signing, make sure your venue is perfect before you commit.

Open the editable version online:

<https://genechecklist.com/checklist/wedding-venue-checklist>

AVAILABILITY AND CAPACITY

- Confirm venue is available on your chosen wedding date
HIGH
- Confirm maximum ceremony guest capacity
HIGH
- Confirm maximum reception / dinner guest capacity
HIGH
- Confirm maximum evening guest capacity (if more than dinner guests)
HIGH

EXCLUSIVITY

- Ask: Is the venue exclusively hired for our wedding day?
HIGH

CEREMONY DETAILS

- Ask: Can you host ceremonies and receptions on-site, or do we need a separate ceremony location?
HIGH
- If civil ceremony: confirm venue holds an approved premises licence
HIGH

PRICING AND FEES

- Ask: What is included in the venue hire fee?
HIGH
- Ask: Is there a minimum spend requirement?
HIGH
- Ask: What is the deposit amount and payment schedule?
HIGH

Ask: What is the cancellation and refund policy?

HIGH

Ask: Are there different pricing tiers for weekday vs. weekend bookings?

CATERING

Ask: Does venue provide in-house catering or allow outside caterers?

HIGH

Ask: Can we do a menu tasting before the wedding?

HIGH

Ask: Can the menu accommodate dietary requirements (halal, vegan, gluten-free)?

HIGH

Ask: Is there a corkage fee if we bring our own wine or champagne?

Ask: What drinks packages are available and at what cost per head?

HIGH

Ask: Does the venue have a licensed bar and until what time?

HIGH

LOGISTICS

Ask: What time can setup and decoration begin?

HIGH

Ask: What time must the event finish and when must we vacate?

HIGH

Ask: What is the noise curfew time for music and entertainment?

HIGH

Ask: Is there adequate parking for our guest count?

HIGH

Ask: Is there disabled access and accessibility for guests with mobility needs?

HIGH

Ask: How many toilets are available for guests?

FACILITIES

Ask: Is there a bridal suite or getting-ready room?

HIGH

Ask: Is there overnight accommodation on site or nearby?

Ask: Can we view the venue during a real event or speak to previous couples?

SUPPORT

- Ask: Is there a dedicated wedding coordinator provided by the venue?

HIGH

ENTERTAINMENT

- Ask: What AV and sound equipment is available and what can we bring in?
- Ask: Is there a preferred/exclusive DJ or band list, or are we free to choose?

VENDORS

- Ask: Is there a preferred supplier list for photographers and florists?

DECOR RESTRICTIONS

- Ask: Are there any restrictions on decorations (candles, confetti, smoke machines)?

HIGH

OUTDOOR AREAS

- Ask: Is there a curfew for outdoor areas: ceremony, garden, terrace?
- Ask: Is there an outdoor backup plan for bad weather?

HIGH

INSURANCE AND LEGAL

- Ask: Is wedding insurance required? Does the venue have public liability insurance?

HIGH

BOOKING

- Review the full venue contract carefully before signing
- Confirm all verbal promises are included in the written contract
- Save a copy of the signed contract in a secure location

HIGH