

## RECEPTION CHECKLIST / QUESTIONNAIRE

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- 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*)