

# DIY WEDDING VENUE CHECKLIST

## THINGS TO ASK THE VENUE...

- Do you have Liability Insurance?

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- What will happen if my wedding is cancelled? Check the T's & C's!

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- What time will you be setting up? I.e. Marquees, Tipis etc

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- From what time will we have access?

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- What are the noise restrictions in the area?

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- Do you have a generator?

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- Are there enough power points for everything that will need to be plugged in i.e. PA System, Ipod etc

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- Will there be adequate heating or air conditioning? You may need to provide extra heaters or even air conditioning units!

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- What are the access restrictions? Some venues will be unsuitable for larger vehicles like coaches?

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- Does the venue have disabled access if needed? Dont forget your less able guests!

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- What facilities are available, Car park, toilets etc. What facilities will not be available i.e. dance floor?

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- Are we able to book outside suppliers? I.e. Bouncey Castle, Garden Games, ice cream vans?

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- Who is responsible for lighting?

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- Can we store decor, equipment etc in advance at the venue? Don't forget you may need to take your own ladder as venues will not be able to provide you with these by law.

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- Are there any items we are not permitted to use in the venue? I.e. Candles, screws, nails, glue, confetti, lanterns.

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- Who is responsible for clearing away decorations and rubbish? Will it need to be done that night? Who should we allocate to do this? Do we need to hire in a waste removal bin? Especially if you're doing 'take away' food in the evening?

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- Do you have tables or will we need to hire this? What size are they? How many?

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## THINGS TO ASK THE CATERER...

- Is this available in house or will catering need to be out-sourced?

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- Do you have public liability insurance?

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- Do you provide all the equipment i.e hot plates to keep food warm, or coolers to keep drinks cool?

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- What style of crockery do you provide?

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- Who will serve the table wine?

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- Is there a Corkage Charge?

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- When and who will they set up the tables?

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- Who will put out favours ?

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- Do you provide linen hire or will this need to be outsourced? Don't forget napkins!

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- Chairs and chair covers! Check out the chairs? Do you like them? Will they fit with your ideal style and decor? Will you need to hire chair covers or will these be provided? Again will these fit your style? If not you will need outsource this to another company?

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- Dont forget to arrange the 'Order of the day' with you caterer and make sure this is given out to all parties involved!

## THINGS TO ASK THE BAR SERVICE...

- Are bars available at the venue or will this need to be out-sourced?

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-What time can alcohol be served on the premises?

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-Can we bring our own alcohol?

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- Do you have a list of wines and cocktails that we can choose from?

## THINGS TO ASK THE ENTERTAINMENT...

- Do you have public liability insurance?

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-What time will you be setting up?

- What time are you playing?

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- Have you got public liability insurance?

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- Will you supply a pa for speeches?

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- Will you provide background music? If not who is in charge of keeping the music flowing on an Ipod or MP3 player if there is one?

## A FEW OTHER THINGS TO THINK ABOUT...

### THE LOGISTICS...

- Who will greet your guests when they arrive and how will they be shown through to the ceremony or reception? Does the venue come with an events manager?

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- If you are going to be in charge of setting up your own chairs and tables, make sure you have a set up well in advance rather than waiting until the day before. You will need to make sure that you can fit everyone in comfortably and that everyone will have a good view of the ceremony, speeches etc

### THE LEGAL BITS...

- Make sure your venue is licensed for civil Ceremonies and check which local authority the venue belongs to.

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- Also check out the venues insurance policies when it comes to loss of property or damage.