

Venue Walkthrough Questions

First things first: Venue Capacity

Before you even visit a venue armed with this list of venue walkthrough questions, find out how many guests their function room can hold.

If it's a huge room and your wedding party is modest in size, you'll be lost. If you have a large wedding party then it's possible the venue won't be big enough to hold them.

| | Yes | No | N/A | Notes |
|--|-----|----|-----|-------|
| How many hours is the venue available to you? | | | | |
| What are the charges if your celebrations run over? | | | | |
| What staff will there be on the day? Is there a designated point of contact between them & your wedding contractor? | | | | |
| Rehearsal - With a church wedding, you can arrange a rehearsal. Can you do so in the venue you're viewing? | | | | |
| Consider noise levels. What time will the reception/party finish? And - what time do they want you to vacate the venue? | | | | |
| Public liability insurance - who will need this? The venue - or you? What about the vendors you're | | | | |



| | | | | |
|---|--|--|--|--|
| using? They probably will have their own but check. | | | | |
| Security - is it needed? Does the venue provide any? | | | | |
| Loading zone and parking - is it available to guests and vendors? Can cars be left overnight & what charges might that incur? | | | | |
| Disability access - what is the venue like in terms of bathroom access for walkers and wheelchairs etc. a. Also for getting from the car park to the venue. b. Are the paths gravel or paved (important for wheel chair access)? | | | | |
| Seasonal concerns - is there somewhere for coats, boots, umbrellas? | | | | |
| Mobile heating - do they have mobile heating for outdoors. If they're providing a marquee are they providing heating for it? | | | | |
| Getting ready - do they offer anywhere? Is it included in the price or not? Ask to see rooms to | | | | |



| | | | | |
|---|--|--|--|--|
| <p>assess for suitability. And on that note:</p> | | | | |
| <p>On site accommodation Does the venue have on site accommodation?</p> | | | | |
| <p>Lighting - If you do the walkthrough in daylight hours, think how it might look at night. Consider the lighting for a photo booth. backdrop lighting, ceiling lighting, the DJ. Will there be maintenance on the night in case of problems.</p> | | | | |
| <p>Ceremony Layouts</p> | | | | |
| <p>If space is available, consider alternative layouts: circular or semi-circular. Also, if you're using the same room for both ceremony and wedding breakfast, where will the guests go while the room is being turned around?</p> | | | | |
| <p>How many ceremonies per day happen in the venue that you're looking at? How do they manage parking?</p> | | | | |
| <p>Access to Venue – Can you have access to your venue the day before to start your venue dressing?</p> | | | | |



| | | | | |
|--|--|--|--|--|
| Clear down after the event - does the venue do this? Or are your suppliers expected to? What are the exit times for vendors and rentals? | | | | |
| Catering - is this on-site only? Or can you bring in your preferred caterer? | | | | |
| Alcohol and corkage charges - can you provide your own alcohol? What's the corkage rates and is that per bottle or per person? | | | | |
| Decorating Restrictions | | | | |
| Can you hang decor items on walls or ceilings? If so - how? | | | | |
| Ladders - do they have them on site? | | | | |
| Audio visual equipment - Do they provide everything - speakers and all? Or do you have to source that? | | | | |
| <p>If you need any help with any of this don't hesitate to get in touch.</p> <p>Call us on: T: 07511 842 451 / 01793 326 354 E: hello@fabulousfunctionsuk.com FB: ukfabfunctions Instagram: ukfabfunctions</p> | | | | |

