



FREE PRINTABLE · BRING IT TO EVERY TOUR

The Venue Tour Checklist

The questions to ask before you book, so a beautiful space doesn't come with surprise fees, strict rules, or a rain plan you hate.

VENUE	DATE TOURED
CONTACT	QUOTED PRICE

01

Pricing & hidden fees

- ☐ What is the venue rental fee?
- ☐ Is there a food and beverage minimum?
- ☐ Are taxes, gratuity, or service charges additional?
- ☐ Is there a ceremony fee?
- ☐ Are there setup or breakdown fees?
- ☐ Is there a cleaning fee?
- ☐ Is there a charge for getting ready on-site?
- ☐ What is the deposit, what are the terms, and when are payments due?
- ☐ Do rates change by day of the week?
- ☐ Does pricing change by season?
- ☐ What does the venue include: bar, catering, rentals?

KAYNOTE NOTE Ask to see an example of a final invoice, not just the starting package price.

NOTES

02

What's included?

Two venues at the same price can include completely different things.

- | | |
|---|--|
| ☐ Tables & chairs | ☐ Bars |
| ☐ Linens | ☐ Getting-ready space |
| ☐ Glass, flatware & dinnerware | ☐ Staffing |
| ☐ Ceremony chairs | ☐ Setup & breakdown |
| ☐ Cocktail tables | ☐ Parking |

KAYNOTE NOTE Then ask: "What will I still need to rent separately?"

NOTES

03

Capacity (the real number)

- ☐ What is the seated capacity?
- ☐ Does that include room for a dance floor?
- ☐ Can everyone be seated in the same room?
- ☐ Does capacity change with a band instead of a DJ?
- ☐ Where does cocktail hour happen?

NOTES

04

Food & catering

- ☐ Is catering provided in-house?
- ☐ Are we required to use your caterer?
- ☐ Can we bring in an outside caterer?
- ☐ Are there catering minimums?
- ☐ What's included in the per-person price?
- ☐ Are appetizers included?
- ☐ Are vendor meals available, and what do they cost?
- ☐ Can dietary restrictions and allergies be accommodated?
- ☐ Is there a cake-cutting fee?
- ☐ Can we bring in late-night food?

NOTES

05

The bar

Never assume "open bar" means the same thing everywhere.

- ☐ What bar packages are available?
- ☐ Is alcohol charged per person, per drink, or by consumption?
- ☐ Are bartenders included? Is there a bartender fee?
- ☐ Can we provide our own alcohol? Is there a corkage fee?
- ☐ Can we offer signature cocktails?
- ☐ What beer, wine, and liquor brands are included?
- ☐ When does bar service end?
- ☐ Can guests buy drinks after the hosted bar ends?

NOTES

06

Vendors

- ☐ Do we have to use specific vendors?
- ☐ Are outside vendors charged additional fees?
- ☐ Do vendors need proof of insurance?
- ☐ Are there restrictions on DJs or live bands?
- ☐ When can vendors access the venue?

NOTES

07

Access & timing

- ☐ What time can the wedding party arrive?
- ☐ What time can vendors begin setup?
- ☐ Can anything be delivered the day before?
- ☐ When does everything have to be removed?
- ☐ Can rentals be picked up the following morning?

NOTES

08

The rain plan

Don't ask whether they have one. Ask to see it.

- ☐ Where will the ceremony happen?
- ☐ Where will cocktail hour move?
- ☐ Will anything need to be flipped during the event?
- ☐ How many guests fit in the rain location?
- ☐ Is a tent required, and who pays for it?
- ☐ When do we have to make the weather call?

NOTES

09

Decor restrictions

Before the 200-candle Pinterest board, check what's restricted:

- | | |
|--|--|
| ☐ Open flames | ☐ Flower petals |
| ☐ Confetti | ☐ Smoke machines |
| ☐ Sparklers | ☐ Fireworks |
| ☐ Hanging installations | ☐ Outside furniture |
| ☐ Nails & tape | |

KAYNOTE NOTE Ask whether candles must be enclosed and who removes decor at the end of the night.

NOTES

10

Parking & transportation

- ☐ How many parking spaces are available?
- ☐ Is parking complimentary? Is valet required?
- ☐ Can buses and shuttles access the property?
- ☐ Is overnight parking allowed?
- ☐ Are rideshare services readily available?

NOTES

11

Your day-of team

- ☐ Who is our main contact during planning?
- ☐ Who will be there on the wedding day?
- ☐ Is there a venue coordinator?

KAYNOTE NOTE A venue coordinator manages the venue's responsibilities. A planner manages your whole wedding.

NOTES

12

Cancellation & postponement

Nobody wants to think about this part. Read it anyway.

- ☐ Is our deposit refundable?
- ☐ What happens if we cancel?
- ☐ Can our deposit transfer to another date?
- ☐ What happens if the venue has to cancel?
- ☐ What happens during severe weather?
- ☐ When does the final guest count become binding?

NOTES

THE SHORTLIST

If you only ask ten questions

- 01 ☐ What will our estimated total be after fees, taxes, and service charges?
- 02 ☐ Exactly what is included in that price?
- 03 ☐ What will we need to rent or buy separately?
- 04 ☐ What is the comfortable capacity for our layout?
- 05 ☐ What are the catering and alcohol requirements?
- 06 ☐ Are there restrictions on outside vendors?
- 07 ☐ When can we and our vendors access the property?
- 08 ☐ What is the rain or weather backup plan?
- 09 ☐ What are the cancellation and postponement policies?
- 10 ☐ Who is our point of contact before and during the wedding?

END EVERY TOUR WITH THIS

“What do couples usually wish they had known before booking this venue?”

BEFORE YOU SIGN

Take photos. Take notes. Ask questions. Compare what's actually included. And don't be afraid to sleep on it.

The right venue shouldn't just photograph beautifully. It should work beautifully for you, your guests, and your day.

GUT FEELING ABOUT THIS VENUE

Want a second set of eyes before you sign?



I'll help you compare venues, decode what's really included, and spot the fees that aren't on the brochure.

Book a free consultation ·
kaynoteevents.com/contact

Consider it noted.

— Kaynote