

Venue DETAILS

Venue Name	
Contact Person	
Phone	
email	

Available Dates	
Function	<input type="checkbox"/> Ceremony <input type="checkbox"/> Reception
Max Guests Ceremony	
Max Guests Reception	

IS THERE A CO-ORDINATOR? YES NO

IS THERE SUFFICIENT PARKING? YES NO

IS THERE DISABLED ACCESS? YES NO

IS THERE DISABLED ACCESS? YES NO



DO THEY OFFER IN HOUSE CATERING?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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DOES THE VENUE PROVIDE LINENS, CROKERY, GLASSWARE, ETC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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DOES THE VENUE PROVIDE CAKE/CAKESTAND?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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ALCOHOL LICENCE? UNTIL WHAT TIME?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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WHAT TIME DOES THE EVENT NEED TO END?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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IS THERE SPACE FOR A BAND/DJ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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IS A DANCEFLOOR PROVIDED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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IS THERE A PA SYSTEM FOR SPEACHES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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SRRE THERE NOISE RESTRICTIONS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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DOES THE VENUE HAVE PUBLIC LIABILITY INSURANCE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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IS CLEANING INCLUDED IN THE COST?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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IS THERE A ROOM AVAILABLE TO THE BRIDE AND GROOM ON THE DAY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DO YOU HAVE A SECURE AREA TO HOLD GIFTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS THERE AVAILABILITY FOR GUESTS TO BOOK ROOMS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WHAT IS THE AVERAGE COST FOR THE NIGHT?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WHAT ARE THE VARIOUS PACKAGES FOR THE DAY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WHAT IS THE CANCELLATION POLICY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
HOW MUCH IS THE DEPOSIT?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WHEN IS THE BALANCE DUE? IS THERE A PAYMENT SCHEDULE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
HOW FAR IN ADVANCE CAN WE BOOK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DO YOU HAVE DISCOUNTED ACCOMMODATION FOR GUESTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE PRICES QUOTED INCLUSIVE OF TAXES, SERVICE CHARGES, ETC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>



WHAT SECURITY IS REQUIRED AND WILL THIS BE PROVIDED?

YES

NO

ARE PETS ALLOWED?

YES

NO

WHAT TIME CAN WE ARRIVE TO START SET UP?

YES

NO

CAN YOU RECOMMEND ANY VENDORS?

YES

NO

IS THERE ANYTHING ELSE OF NOTE?

YES

NO

YES

NO



