

Room capacity, max numbers

How many seated per table?

What package do you offer?

Package breakdown and costs

Do you provide a food tasting session? Cost? How many people?

Are children allowed? Do they need to be out at a certain time?

Cost for feeding photographer/other professionals?

May our DJ/other professional have access to your electrical sockets?

What is the staff to guest ratio? What staff will be provided? (Master of Ceremonies, bar, waiting staff?)



Are there cloakroom facilities?

Do you provide a written contract and guarantee?

What are the refund/cancellation terms?

Bridal Suite included in package?

Guest accommodation rate? Two nights?

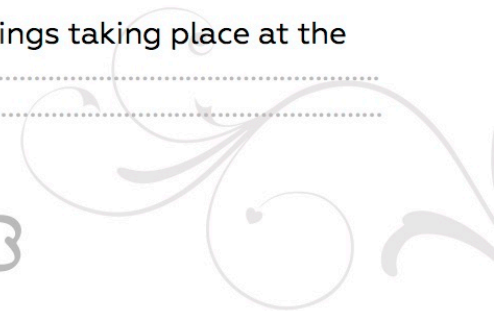
Breakfast included?

Car parking available?

Hours in rooms – check in/out times?

How long before can we access the rooms so that we can prepare them? Can we decorate the room?

Are there any other event/weddings taking place at the same time?



Do you have audio/visual equipment we can use? Eg. Ipod for background music?

Do you allow confetti/party poppers? In the venue?

Do you allow candles?

How much is the deposit?

When is it due? Final payment due when? Partial payments? Is there a Credit Card surcharge?

When is the final head count due?

What are the costs for:

Pint of lager

Single vodka and coke

Single vodka and coke

Can we supply our own drink?

If so, corkage costs?



Bar license/ opening times. What time must the evening reception finish?

Children's drink packages and cost for day?

Can you recommend suppliers you've worked with?

Registrars details

Notes

