

### Hannah Rachael Weddings Wedding Venue Guide

This mini guide is designed to help you ask all the right questions while on the search for your dream wedding venue. You may find that not all of the questions below are relevant to your unique day, however I do hope this provides you with a useful list of key questions and things to consider.



#### Hannah's Top Tips

Before you start to visit venues, I would recommend you sit down and discuss how many day and evening guests you would like to invite. All venues offer different ceremony, wedding breakfast and evening reception capacities. Deciding this will help you to narrow down your search and more importantly save you time.

Next, have a think about the type of ceremony you would like – religious, civil ceremony, blessing, handfasting etc. Now consider if you would prefer your ceremony to take place in the same venue as your reception (some venues are not licensed for civil ceremonies)? If you are opting for a religious ceremony, consider how far you would be happy to travel from one venue to the other?

Believe me, considering these two factors will save you loads of time viewing venues which are just not the right fit for you and your day.

P.S. don't worry if it takes you what feels like forever to find your dream venue. I've worked with lots of couples over the years, some find their venue on their 1st ever viewing and some search for months before finding 'the one'. Trust me, you will know when you find the perfect venue for you!





#### Wedding Venue Checklist:

Venue Details	
Ceremony	
Drinks Reception	
Wedding Breakfast	
Set Up & Styling	
Bar & Evening	
Reception	
Accommodation	
Cost & Budgeting	

# Venue Details

Venue		Notes:
Location		1
Name		<u> </u>
Number		
Email		
Is the venue accessible for disabled guests?	Yes No No	
What are your minimum & maximum numbers?		
Ceremony		
Wedding Breakfast		
Evening		
Lveimig		
Do you offer exclusive use?	Yes No No	]
Ceremony		
		Notes:
Is the venue licensed for civil ceremonies?	Yes No No	
Where would our ceremony/blessing take place?		
Is there a local church nearby where we could have our ceremony?	Yes No No	
Is it possible to have an outdoor ceremony? What would the wet weather option be if so?	Yes No No	To do:
How would our ceremony be laid out?		
Do you allow confetti?	Yes No No	
Registrars details		

## Drinks Reception & Wedding Breakfast

Where would our canapé/dr take place?	rinks reception		
Where would our wedding place?	oreakfast take		
Are tables & chairs provided If so, what styles are these?	1?	Yes	No 🗌
Is linen, cutlery, crockery & provided?  If so, what will these look lil		Yes 🗌	No 🗌
Do you have a list of recommendate by the power of the po	mended suppliers? pliers or are they	Yes	No 🗌
Can we use a caterer of our		Yes 🗌	No 🗌
What menu options can we (canapés, plated, street food BBQ)			
Who will provide the waiting (venue or caterer)	g staff?		
What time will we have access to the venue from and until?			Notes:
Will anyone be available to help set up and pack down?	Yes No [		
Will there be a venue co-ordinator onsite during our wedding?	Yes No [		
What time will our suppliers have access to the venue from to set up?			
(e.g florist/stylists/wedding planner)			
Do you allow candles/ naked flames?	Yes No [		
Do you have any restrictions? (decorations,	Yes No [		
structures, is it a listed			

Do you provide a fully stocked bar and bar staff?	Yes	No 🗌	Notes:
What drinks do you offer on arrival/during the meal/ stock at the bar?			
What time will the bar close/evening reception finish?			
Evening Reception	on		
TA71 11 ·			
Where would our evening reception take place?			
Would this be in the same room as our wedding breakfast & would this need turning around?			
What time would you recommend our evening guests arrive?			
Where would our cake cutting take place? Do you provide a table, linen, stand & knife for this?	Yes 🗌	No 🗌	
Where would we have our first dance?			
Where would our band/DJ/musician be positioned?			
When would they be allowed access to setup?			
Do you have any noise restrictions?	Yes 🗌	No 🗌	
Notes:			

## Accommodation

Do you have onsite	Yes 🗌	No 🗌	Notes:
accommodation?			
How many bedrooms do			
you have & how many guests will this sleep?			
What styles of bedrooms are these?			
(bridal suite, double,			
single, accessible)			
How much does each			
bedroom cost?			
What time can guests			
access their room & what			
time is check out?			
Do you offer car parking &	Yes	No 🗌	
is this free?			
Can I/we stay over the	Yes	No 🗌	
night prior?			
Is there a space/bedroom	Yes	No 🗌	
I/we can use to get ready			
before our wedding?			
How many people will this accommodate?			
What is the cost of this?			
what is the cost of this:			
Cost & Budgetin	g		
O	O		
Do you offer any wedding			
packages or venue hire?			
What is included in the			
price?			
Do vou require e			
Do you require a minimum spend/			
minimum guest number?			
What deposit do you			
require to secure our date?			

### Costing & Budgeting

When would our final		Notes:
payment be due?		
When will we need to confirm our final guest numbers?		
What happens if our		
numbers change after this?		
Do you have public liability insurance?	Yes No No	
What is your cancellation/		
postponement policy?		
Cost & Budgetin	g	
Package/Venue Hire	£	To do:
Catering	£	
Drinks Reception	£	
Bar	£	
Accommodation	£	
Deposit Amount	£	
Final Payment	£	
Total	£	

For more information and top tips why not follow me on Instagram @hannahrachaelweddings, pop me an email hannah@hannahrachaelweddings.co.uk or give me a call on 07975620249. I'm always happy to help and love nothing more than talking all things weddings!