

VENUE *reception*

VENUE: TOPICS TO DISCUSS	OPTION 1	OPTION 2	OPTION 3
CONTACT INFORMATION:			
NAME:			
PHONE:			
EMAIL:			
WEBSITE:			
DATE: IS OURS AVAILABLE?			
WHAT IS THE SPACE CAPACITY?			
HOW MANY HOURS ARE INCLUDED FOR SET-UP, EVENT, AND TEAR-DOWN?			
WHAT IS INCLUDED IN THE FEE? (SERVICE CHARGE, GRATUITY, OR OVERTIME CHARGES?)			
WHAT'S THE CANCELLATION POLICY?			
CAN WE BRING IN OUR OWN CATERER? CAN WE BRING IN ALCOHOL?			
CAN WE ALTER DECOR? (ALLOW HANGING DECOR?)			
IS THERE ROOM FOR A BAND/DJ?			
DO WE HAVE TO USE YOUR APPROVED VENDORS?			
WHO WILL BE OUR CONTACT AS WE PLAN THE WEDDING?			