

Reception Site Survey

Princess Weddings & Functions have designed a Reception Site Survey form for you to take with you when you are looking at possible venues. This form should be used as a guide of information and questions that will help in the decision process when deciding if a particular venue suits your wants and needs. Please note, you will only need some information / questions answered if you decide to go ahead with the venue. It is a good idea to run through this survey before you visit any venues so you have a rough idea of what information to gather and also you may have some questions you want to ask that is specific to your wedding – you should write these down in the spot available at the end of the survey.

Name of Venue: _____

Address: _____

Venue Contact Name: _____ Title: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

Website: _____

Is the Ceremony & Reception at the same venue: YES / NO

Cost per Head: _____ Deposit Required: _____

**Minimum guest numbers: _____

Balance due date: _____

Do they have a payment plan available: YES / NO

Is there an additional cost to hold the Ceremony at venue? _____

What facilities / rooms / gardens do they have for a Ceremony: _____

Available Dates: _____

How long are you hiring the venue for: _____

What are the additional cost to hire the venue for extra time: _____

What's included in the cost:

Canapés YES / NO Duration Time: _____

Pre Dinner Drinks: YES / NO Duration Time: _____

2 or 3 Course Dinner: _____

Drinks, what is available (alcoholic / non-alcoholic): _____

Can you BYO alcohol? YES / NO

If yes, does this reduce the cost per head? If so by how much? _____

Can you serve your wedding cake for dessert: YES / NO

If yes, does this reduce the cost per head? If so by how much? _____

Do they do the Master of Ceremonies? YES / NO

Do they have a DJ onsite? YES / NO

What additional extras are included in the costs (eg table centerpieces, chair covers & sashes etc)?

If any of these aren't included, what is the additional cost to have them?

Seating Capacity: _____

Table Seating Capacity: _____

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Number of Function Rooms: _____

If more than 1, do they hire the other rooms out on the same night? (in other words could there be 2 weddings held at the venue on the same night?): YES / NO

Is there a Bridal Room: YES / NO

How big is the toilet area – do you have enough room for when you have your wedding dress on?

Floor Plans Available: YES / NO

***this may be a good to get a copy so you can have a quick reference guide for the room layout. This will help when working out how you want the tables positioned, guests seating, dance floor position, where you can place seating charts etc*

Can the room layout be moved around? YES / NO

How big is the dance floor? _____

Parking Spaces: Number: _____ Charge: _____

Washroom Facilities Available: YES / NO

Condition of Washrooms: _____

Wheelchair Facilities:

Washrooms: _____ Parking: _____ Ramps: _____

Audio / Visual Capabilities: _____

Table Decorations: _____

What's included? Can you decorate yourself?

If you wanted to decorate the tables yourself when would they provide you with access for set up?

Allow Candles: YES / NO

Outdoor facilities: _____

Do they have accommodation available? YES / NO

If yes, how many rooms are there? _____

Lighting Natural: _____ Artificial: _____

What is the common run through for the night? _____

Where do you enter from when being introduced? _____

Cleanliness: _____

Provisions: Is there anything else you should be aware of?

Are there any restrictions? eg photos

Rehearsals: When will you have access for rehearsals? Times available?

Photos: Can you use the grounds for photos? If yes, are there any restrictions you should inform your photographer of?

Cancellation Policy: _____

Personal Notes, Comments, Other Questions:

****Include in here how you felt about the service you received while looking at the venue and how helpful the staff were. Also if you have any concerns / queries you would like to raise before booking the venue. Do you have any specific requirements?**

***if you are looking to hire a hall or venue where you are doing it yourself please see the following page for some additional information you will need.*

HANDY TIPS

♥ **COCKTAIL STYLE WEDDINGS**

- *Make sure the venue has some seating, especially for your older guests*
- *As your guests will be consuming alcohol it's best to choose heavier canapés*

If you have any questions or need advice please feel free to contact our office. Our contact details are:

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Web: www.princessweddings.com.au

We are happy to help in any way we can ☺

.....because every Bride should feel like a Princess

*DIY Hall or Venue hire
Additional information / questions*

Set Up: When will you have access for set up? Times available?

Will they have staff available to help if needed during set up?

Clean-up: When do they require clean-up and handover to be completed?

Kitchen Facilities: Extremely important if the venue is a community hall and the caterer is expected to serve and cook food onsite. Does the venue have refrigeration and heating appliances? Are there adequate dishes and cutlery? Do they have a water thermos?

Audio / Visual: Are there enough outlets for the DJ's / Bands requirements? Does the venue have a microphone available?

Stage or Platform: Does the venue supply any of these items for the use of a band, DJ or MC?

Tables & Chairs: How many tables and chairs does the venue have?

Bar: Is there a bar available? Is the bar portable or static? Is it stocked with openers, glasses, an icemaker or refrigerator?

Lighting: Can the lights be dimmed for the dance or presentations? Is there enough lighting for food and bar service and speeches?

***It would be a good idea to note on the floor plan where the light switches are which switch works which set of lights. Then give a copy of this to your MC / DJ / Caterer.*

Catering: Is there easy access for the caterers? What is the earliest time they will have access to the venue?

Other questions you may think of?
