

10 must ask questions to ask your venue

1) Will the room be in use the day before or after?

It is not uncommon for wedding venues to book back-to-back events, therefore it important to know if the room will be in use the day before or after your wedding.

2) When will we have access to the room?

If the room is in use the day before, it is important for you to know in advance as you may not have access to set the room up until the morning of your wedding. You will then need to put a plan in place for room set up before the main event.

3) Will there be any staff assisting with the room set up? If so, when will they be available and how many will be available to assist?

Do not assume the venue will have staff at hand to help. Always ask the question. You will need to gather a team of helpers if the venue will not have any staff available on the day. It may be a lot of fun decorating the venue and setting up the tables, but it takes time.

4) What time will the tables be set up and ready for decoration?

If you have to set the venue up on the morning of the big day, you have to know exactly what time you will have the tables ready to use or even have access to set them up. Your entire morning may evolve around this time.

5) What size/ shape are the tables and what chairs are available?

The size/shape of the tables will allow you to allocate how many guests will be seated at each table and will also help you with your table décor planning. Knowing what chairs are available will also help you to decide if you wish to use chair covers or if you are happy with the chairs as they are.

6) When can we drop of the décor items and who will be there to take them?

The earlier you are able to start dropping décor items off the better. Asking about the storage facilities available is also crucial, you want to make sure anything left at the venue will be kept in safe secure storage facilities. It is also important to consider if the storage facilities have air conditioning if you are taking any flower arrangements the day before.

7) Are we allowed to hang decorations on the walls or ceiling?

Be sure to ask this even if you do not know what decorations you are planning to use. At least you will know of any limitations before investing in the décor.

8) Will they deal with suppliers such as Florist, DJ/Band and rental companies?

Understanding who's responsibility it is to greet suppliers is key to a stress free set up. Most venues will liaise directly with the suppliers, but be prepared if they do not provide this service. You will then be able to ask the Supplier in advance of anything they will need at the venue, such as 'where are the electricity ports' etc.

9) Is confetti allowed?

If you are dreaming of that picture perfect moment on your day – make sure the venue is happy for you to use confetti, as not all are! Some might have certain restrictions, such as must be a biodegradable substance, however some just say no to confetti. Make sure that you are aware so you can plan accordingly, bubbles can be the perfect alternative.

10) Are there rules on take-down and how long can you store the items?

Some Venues will offer a clear away service, however some will require you and a team of slightly sore heads to fully clear the venue the morning after. It is very wise to know and understand your responsibility in this, to enable you to plan ahead and gather reliable helpers for the task. It is also good to understand if they offer storage facilities the following day or if you have to have everything cleared by a set time the next day.

