

Reception Location Questions

When selecting your reception location, ask these questions:

1. Will it accommodate all of my guests comfortably?
2. Does it have adequate parking? Handicapped parking?
3. Are there adequate restroom facilities?
4. Is the dance floor large enough?
5. Is there a public address system?
6. Will you provide extras such as valet parking, serving attendants or bartenders?
7. Is security necessary? If so, will you provide it?
8. Are there enough electrical outlets for the entertainment?
9. Am I required to use your food and beverages?
10. Are there enough tables and chairs?
11. How early can I get in to set up?
12. By what time must I be out?
13. Will I be responsible for cleanup?
14. Will someone be on hand to let the caterer, florist, baker, etc in?
15. How much will it cost?
16. How much are all the extras?
17. How soon must it be reserved?
18. How much is the deposit? When is it due? When is the balance due?
19. What is the cancellation policy?
20. Are the guests permitted to throw birdseed or rice or confetti?
21. What measures are taken for liquor liability?