

Event-full Elements

Reception Location

Name: _____ Contact: _____
Phone: _____ Email: _____

- What dates and times are available?
- Is there a price difference for different times of year?
- Is there a price difference from a Friday to Saturday?
- What rooms are available for our event?
- That is the maximum number of guests for a cocktail party and seated dinner?
- How much time is allotted for the rental for our reception?
- What is the price range for a seated lunch? \$ _____ buffet lunch? \$ _____
- What is the price range for a seated dinner? \$ _____ buffet dinner? \$ _____
- What is the price range for midnight lunch? \$ _____
- What is the reception site fee? \$ _____
- Is the dance floor included in the site fee?
- Are the tables, chairs, table settings or linens included in the site fee?
- What decor is available?
- Can I bring in my own decor?
- What is the corkage fee?
- What is the bar tending fee?
- What is the fee for clean-up?
- How is overtime calculated and what is the cost? How is it billed?
- What is the cost of parking? \$ _____
- How much gratuity is customary? \$ _____
- What is the ration of servers to guests?
- How do the servers dress for weddings?
- Are there any music restrictions?
- Are you licensed to serve alcohol?
- Can you provide permits to serve alcohol?
- Are there any alcohol restrictions?
- Do you have onsite caterers?
- Can we arrange a meeting and tasting?
- Are outside caterers allowed?
- If yes, are the kitchen facilities available? What is the cost? \$ _____
- Is there a changing room available?
- Is the location handicap accessible?

- How many parking spots will be allotted for our event?
- What is your payment policy?
- Do you have liability insurance?
- Do you have a cancellation policy?
- Upon cancellation, do I receive a refund?
- Do you offer any perks, specials or giveaways?