# A purple outline of a house  AI-generated content may be incorrect.

# Wedding Venue Checklist

## 1. Define Your Vision & Budget

☐ Identify your preferred style (farmhouse, beachfront, city loft, castle)

☐ Agree on total budget and allocate ~30% for venue + catering

☐ List non-negotiable features vs. nice-to-have extras

☐ Research package options on WeddingVenues.es

☐ Track all estimated fees and inclusions

## 2. Check Availability & Date Options

☐ Confirm your first-choice date and two backup dates

☐ Inquire about peak vs. off-peak pricing differences

☐ Ask how far in advance to secure the booking

☐ Explore weekday or winter-season discounts

☐ Note any local events or blackout dates

## 3. Venue Capacity & Guest Experience

☐ Verify maximum and minimum capacity limits

☐ Review sample seating charts or past-event layouts

☐ Assess guest flow between ceremony, drinks and dining

☐ Check for dedicated lounge or mingling areas

☐ Ensure clear sightlines from all seats

## 4. Location & Accessibility

☐ Check distances to airports, train stations and major roads

☐ Ask about parking, valet or shuttle services

☐ Enquire about nearby hotel partnerships or room blocks

☐ Confirm full accessibility (ramps, lifts, accessible WC)

☐ Assess signage and wayfinding throughout the venue

## 5. Catering & Tasting Policy

☐ Clarify in-house vs. external catering policies

☐ Review sample menus and customisation options

☐ Verify tasting policy: guests, dishes and costs

☐ Ask about corkage, cake-cutting and bar fees

☐ Ensure all dietary needs can be accommodated

## 6. Amenities & On-Site Services

☐ Inspect getting-ready suites for light, space and outlets

☐ Confirm included rentals (tables, chairs, linens, AV)

☐ Enquire about Wi-Fi, sound systems and technical support

☐ Verify the availability of an on-site coordinator

☐ Ask about preferred-vendor or bundle packages

## 7. Logistics & Vendor Guidelines

☐ Confirm vendor load-in and load-out schedules

☐ Ask about service entrances, lifts or loading docks

☐ Check noise curfew and permit requirements

☐ Verify insurance and labour certification rules

☐ Review decoration installation and removal policies

## 8. Contracts, Fees & Policies

☐ Review deposit schedule, payment dates and methods

☐ Request an itemised quote including VAT and fees

☐ Clarify cancellation and postponement clauses

☐ Confirm accepted payment types (transfer, card)

☐ Note any non-refundable deposits or penalties

## 9. Weather & Plan B

☐ Confirm indoor backup ceremony and reception spaces

☐ Ask about tent, heater and flooring hire options

☐ Determine who manages backup setup and costs

☐ Check notice period required to switch plans

☐ Review force-majeure and weather cancellation terms

## 10. Personalisation & Extras

☐ Clarify décor restrictions (candles, hanging items)

☐ Enquire about fireworks, drones or special effects

☐ Check policies for live performers and entertainers

☐ Browse real-wedding photos and client testimonials

☐ Ask about custom branding opportunities (monograms)

If you have any questions, please don’t hesitate to contact us.

You can visit **weddingvenues.es** or email **info@weddingvenues.es**