



Essential Venue Tour Questions Checklist

Your Guide To Asking The Right Questions During Venue Visits

Presented By Rye Venues

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Your Guide To Asking The Right Questions During Venue Tours

Introduction

Finding the perfect wedding venue is one of the most important decisions you'll make during your planning journey. The right questions during your venue tour can save you from unexpected surprises later and help you make a confident, informed decision.

This comprehensive checklist ensures you gather all the crucial information during site visits—covering everything from availability and capacity to hidden fees and vendor policies. Bring this checklist to every venue tour to compare options side-by-side and find the perfect match for your vision and budget.

Remember: there are no silly questions when it comes to planning your perfect day!

Availability & Booking

- [] What dates are available during our preferred month/season?
- [] How far in advance do we need to book?

- ☐ What is the rental fee, and what exactly does it include?
- ☐ What is the deposit amount, and when is it due?
- ☐ What is your payment schedule?
- ☐ What is your cancellation/postponement policy?
- ☐ How many hours does the rental fee cover (including setup and teardown)?
- ☐ Is there an overtime fee if the event runs long?
- ☐ Do you offer any discounts for off-season, weekday, or Sunday weddings?
- ☐ How many events do you host per day?

Notes:

Capacity & Layout

- ☐ What is the maximum capacity for a seated dinner?
- ☐ What is the maximum capacity for a cocktail-style reception?
- ☐ What is the minimum guest count requirement, if any?
- ☐ Can the ceremony and reception be held in the same space?
- ☐ If yes, how is the room flipped, and how long does it take?
- ☐ What are the various spaces available (cocktail hour area, dance floor, etc.)?
- ☐ Are there separate getting-ready spaces for the wedding party?
- ☐ Is there a private space for the couple to retreat to during the reception?
- ☐ Is the venue handicap accessible?
- ☐ What is the parking situation? Is there a valet option?

Notes:

Venue Amenities & Inclusions

- ☐ What furniture is included (tables, chairs, etc.)?

- ☐ Do you provide linens, tableware, glassware?
- ☐ What decorations are included, if any?
- ☐ Are there any decoration restrictions (candles, confetti, hanging items)?
- ☐ What sound equipment is available?
- ☐ Is there a built-in bar, or will one need to be rented?
- ☐ Is there a dance floor, or will one need to be installed?
- ☐ Are there any getting-ready suites included?
- ☐ What lighting options are available?
- ☐ Is there climate control for all seasons?

Notes:

Logistics & Setup

- ☐ When can vendors begin setup?
- ☐ When does teardown need to be completed?
- ☐ Is there a coordinator on-site during the event?
- ☐ Who is responsible for setting up and tearing down?
- ☐ Is there storage available before or after the event?
- ☐ What is the load-in process for vendors?
- ☐ Are there any noise restrictions or curfews?
- ☐ What are the power capabilities for entertainment/lighting?
- ☐ Is there a backup generator in case of power failure?
- ☐ What is the rain plan for outdoor spaces?

Notes:

Catering & Bar

- ☐ Do you have exclusive catering vendors, or can we bring our own?
- ☐ If exclusive, can we see sample menus and pricing?
- ☐ If we can bring our own, are there any kitchen facilities available?
- ☐ Is there a cake cutting fee?
- ☐ What are the bar options (cash bar, open bar, consumption)?
- ☐ Can we bring our own alcohol, and if so, is there a corkage fee?
- ☐ Do you require licensed and insured bartenders?
- ☐ Are there any restrictions on alcohol service?
- ☐ How many bartenders are provided per guest count?
- ☐ What time does bar service end?

Notes:

Vendor Policies

- ☐ Do you have a preferred vendor list?
- ☐ Are we required to use vendors from this list?
- ☐ Are there any vendor restrictions?
- ☐ Do vendors need to provide proof of insurance?
- ☐ Have most of our other vendors worked at this venue before?
- ☐ Is there a venue coordinator who will work with our vendors?
- ☐ What time can vendors arrive for setup?
- ☐ Are there any additional fees for outside vendors?
- ☐ Is there a separate vendor meal policy?
- ☐ Where do vendors store their equipment during the event?

Notes:

Contracts & Insurance

- ☐ What type of insurance is required?
- ☐ Do you offer wedding insurance, or do we need to purchase separately?
- ☐ What is included in the contract?
- ☐ What happens if the venue cancels on us?
- ☐ Are there any hidden fees not mentioned in the base price?
- ☐ What is your policy on décor damage (e.g., candle wax on linens)?
- ☐ What security measures are in place for the event and guests?
- ☐ Is security personnel required, and if so, at what cost?
- ☐ What payment methods do you accept?
- ☐ Are gratuities included or expected?

Notes:

Accommodations & Transportation

- ☐ Are there hotels nearby for out-of-town guests?
- ☐ Do you have partnerships with any local hotels for room blocks?
- ☐ Is there adequate parking for all guests?
- ☐ Is parking free or paid?
- ☐ Is there a coat check available?
- ☐ Is the venue easily accessible by public transportation?
- ☐ Is there a shuttle service available or recommended?
- ☐ Are there any local noise ordinances that affect transportation after the event?
- ☐ Is there a designated rideshare pickup/dropoff area?
- ☐ Are there any local attractions guests can visit while in town?

Notes:

Photography & Aesthetics

- ☐ What are the best photo locations on the property?
- ☐ Are there any restrictions on photography or videography?
- ☐ Are there any time-of-day considerations for the best lighting?
- ☐ Are there any unique architectural features we should know about?
- ☐ Can we take photos in all areas of the venue?
- ☐ Are there any upcoming renovations planned before our date?
- ☐ Can we visit again closer to our date to finalize photo locations?
- ☐ Are there any restrictions on drones or special equipment?
- ☐ What time does natural light fade in the main spaces (for evening events)?
- ☐ Can we have access for engagement or pre-wedding photos?

Notes:

Often-Overlooked Questions

- ☐ What is your policy on children at the venue?
- ☐ Are there any noise restrictions or sound ordinances?
- ☐ Is there a backup plan for outdoor spaces in case of bad weather?
- ☐ How many restrooms are available, and where are they located?
- ☐ Is the venue exclusive to our event, or will others be occurring simultaneously?
- ☐ Are there any religious restrictions at the venue?
- ☐ What is your policy on pets if we want to include them?
- ☐ Is there a designated smoking area?
- ☐ Have you hosted our type of cultural celebration before?
- ☐ What unforeseen issues have come up at past events, and how were they handled?
- ☐ Is the venue fully insured?
- ☐ Who will be our main point of contact leading up to and on the wedding day?

Notes:

Venue Comparison Notes

Venue Name:

PROS:

CONS:

OVERALL IMPRESSION:

ESTIMATED TOTAL COST: \$

Venue Name:

PROS:

CONS:

OVERALL IMPRESSION:

ESTIMATED TOTAL COST: \$

About Rye Venues

RYE Venues offers an exceptional collection of distinctive wedding venues in Grand Rapids, Michigan. Each of our venues shares its own rich story and unique character, providing the perfect backdrop for your love story.

Our venues include:

- **New Vintage Place:** Urban wedding venue with historic charm and industrial elegance
- **New Era Wedding Barn:** Authentic rustic setting with natural beauty
- **Ballroom at McKay:** Sophisticated ballroom with timeless elegance
- **The Grand Rapids Art Museum:** Prestigious cultural venue with artistic ambiance

Our experienced team is dedicated to transparency and answering all your questions honestly. We believe in helping you find the perfect venue for your vision, whether it's with us or elsewhere.

Visit ryevenues.com to schedule a tour and find the perfect setting for your special day.

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