

Venue name: _____
Address: _____
Phone number: _____
Contact name: _____
Date required: _____
Times available
From: _____
To: _____

Number of guests that can be accommodated: _____
Is there heating/air-conditioning?: _____
Is there enough parking available?: _____
Are there enough bathrooms?: _____
Is a changing room available?: _____
What is included in the fee, e.g. music, decorations?: _____
Is an organ or other instruments available?: _____
Are sound systems and a stage available?: _____
When is the ceremony venue available to set up and decorate?: _____
Are there facilities for disabled guests?: _____
Are there any restrictions? If so, what restrictions?: _____
Are there any overtime charges? If so, how much?: \$ _____

Total costs: \$ _____
Deposit paid: \$ _____
Balance due date: _____