

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: _____