

Venue name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Contact name: \_\_\_\_\_

Date required: \_\_\_\_\_

Times available

From: \_\_\_\_\_

To: \_\_\_\_\_

Number of guests that can be accommodated: \_\_\_\_\_

How far from the ceremony venue?: \_\_\_\_\_

How much parking is available?: \_\_\_\_\_

How many bathrooms are available?: \_\_\_\_\_

Is there heating/air-conditioning?: \_\_\_\_\_

Is there a changing room available?: \_\_\_\_\_

What is included in the fee, e.g. music, decorations, linen, cutlery?: \_\_\_\_\_

Is a sound system and stage available?: \_\_\_\_\_

When is the venue available to set up and decorate?: \_\_\_\_\_

Total costs: \$ \_\_\_\_\_

Deposit paid: \$ \_\_\_\_\_

Balance due date: \_\_\_\_\_