

## Questions to Ask Reception Site Managers

- Is the site available on your date (or a date acceptable to you)?
- For how many hours will you have the site? Are there overtime fees?
- How does the place charge—per head, by the hour, or flat fee?
- Can you bring in your own caterer, florist, and so on, or must you use in-house staff? (Determine if food service is included in your location contract; see Chapter 7 for more catering questions.)
- Does the site have a liquor license? Can you bring in your own alcohol?
- Can you see sample floor plans and/or visit when the room is set up for a wedding? Where does the band usually set up, buffet usually go, and so on?
- What's the staff-guest ratio? (Use your common sense here—one or two waiters can't manage a party of two hundred.)
- How many people will the space comfortably hold (not just official capacity, which may not consider space for tables, musical equipment, and such)?
- What will/can the facility provide?
  - Cooking facilities
  - Dinnerware
  - Additional lighting
  - Tables
  - Linens
  - Dance floor
  - Chairs
  - Tent
  - \_\_\_\_\_
- Does the room have adequate outlets (and power) for food-preparation equipment, lighting, and audio needs?
- Is there adequate lighting? Who will control the lighting during the reception?
- Is there a dance floor, or must one be brought in? Can the site arrange it, or are you responsible for renting one? Is there an additional fee?
- Are there any restrictions or rules about entertainment, decorations, and such? What about dress code?
- Are the bathrooms clean? Are there attendants? Do you need to tip them?
- Is there ample parking? Are there attendants (and do you need to tip them)?
- If necessary, is there good security (and do you need to tip security people, or even bring them in yourselves)?
- Will there be other weddings on the same day or at the same time?
- Will the manager be present to oversee your reception to the end?
- Can you get references of couples who had their weddings at the site?
- Ask yourself: Is the manager flexible and willing to accommodate you?
- Does the site have liability insurance?