

# The Site



## CHOOSING A RECEPTION SITE

### RECEPTION SITE POSSIBILITIES

Site \_\_\_\_\_

Contact \_\_\_\_\_ Recommended by \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Viewing appointment \_\_\_\_\_

Dates available \_\_\_\_\_ Time minimum \_\_\_\_\_

Occupancy \_\_\_\_\_ Final head count due \_\_\_\_\_

Independent caterers allowed  yes  no      Independents permitted to use kitchen  yes  no

Tables/chairs included in fee  yes  no Describe \_\_\_\_\_

Linens/dishes included in fee  yes  no Describe \_\_\_\_\_

Tent/large equipment included in fee  yes  no Describe \_\_\_\_\_

Servers included in fee  yes  no Number of servers \_\_\_\_\_

Bar facilities  yes  no Number of bartenders \_\_\_\_\_

Who supplies liquor? \_\_\_\_\_ Corkage fee  yes  no

Open bar per person or per drink prices \_\_\_\_\_

Cash bar drink prices \_\_\_\_\_

Coat room available  yes  no      Parking services available  yes  no

Gratuities included in fee  yes  no      Cleanup included in fee  yes  no

Liability insurance included in fee  yes  no Describe \_\_\_\_\_

Audio equipment available  yes  no Describe \_\_\_\_\_

Music restrictions \_\_\_\_\_

Square footage for band \_\_\_\_\_ Square footage for dance floor \_\_\_\_\_

Decorations fee  yes  no      Candles allowed  yes  no

Decorations available  yes  no Describe \_\_\_\_\_

Handicap accessible  yes  no Explain \_\_\_\_\_

Number of restrooms \_\_\_\_\_ Condition \_\_\_\_\_

Wedding party changing area available  yes  no Describe \_\_\_\_\_

Photography/videography restrictions \_\_\_\_\_

Security deposit  yes  no Amount \_\_\_\_\_ Overtime charges \_\_\_\_\_

Other fees not included in site fee \_\_\_\_\_

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Site fee \_\_\_\_\_ Sales tax \_\_\_\_\_ Total \_\_\_\_\_

Cancellation policy \_\_\_\_\_

Notes \_\_\_\_\_

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# RECEPTION SITE POSSIBILITIES *(continued)*



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