

# WEDDING VENUES

## CEREMONY SPACE 01

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do you need a permit or a license to be married in this space?
- Are there any prerequisites or affiliation requirements that you must satisfy?
- Is the space suitable to accommodate a large gathering?
- Is there parking on site or easy access to transportation services?
- Are there Bride/Groom Rooms available?
- What is the contingency plan for bad weather?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Chairs:
  - Tent / Arch:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:

# WEDDING VENUES

## CEREMONY SPACE 02

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do you need a permit or a license to be married in this space?
- Are there any prerequisites or affiliation requirements that you must satisfy?
- Is the space suitable to accommodate a large gathering?
- Is there parking on site or easy access to transportation services?
- Are there Bride/Groom Rooms available?
- What is the contingency plan for bad weather?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Chairs:
  - Tent / Arch:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:

# WEDDING VENUES

## CEREMONY SPACE 03

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do you need a permit or a license to be married in this space?
- Are there any prerequisites or affiliation requirements that you must satisfy?
- Is the space suitable to accommodate a large gathering?
- Is there parking on site or easy access to transportation services?
- Are there Bride/Groom Rooms available?
- What is the contingency plan for bad weather?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Chairs:
  - Tent / Arch:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:



# NOTES + TAKE AWAYS

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# WEDDING VENUES

## RECEPTION SPACE 01

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do they offer in-house catering + bar service? How many waitstaff?
- Is there a minimum food and beverage spend? What is the service fee?
- Do they have a preferred vendor list or a required vendor list?
- Any other events that day + will you have a dedicated service team?
- Is it easily accessible for taxis, ubers or other transportation services? Parking?
- What is their policy on decorations? Are there any restrictions?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Tables / Chairs:
  - Linen / Tableware:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:

# WEDDING VENUES

## RECEPTION SPACE 02

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do they offer in-house catering + bar service? How many waitstaff?
- Is there a minimum food and beverage spend? What is the service fee?
- Do they have a preferred vendor list or a required vendor list?
- Any other events that day + will you have a dedicated service team?
- Is it easily accessible for taxis, ubers or other transportation services? Parking?
- What is their policy on decorations? Are there any restrictions?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Tables / Chairs:
  - Linen / Tableware:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:

# WEDDING VENUES

## RECEPTION SPACE 03

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do they offer in-house catering + bar service? How many waitstaff?
- Is there a minimum food and beverage spend? What is the service fee?
- Do they have a preferred vendor list or a required vendor list?
- Any other events that day + will you have a dedicated service team?
- Is it easily accessible for taxis, ubers or other transportation services? Parking?
- What is their policy on decorations? Are there any restrictions?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Tables / Chairs:
  - Linen / Tableware:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:

# WEDDING VENUES

## RECEPTION SPACE 04

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do they offer in-house catering + bar service? How many waitstaff?
- Is there a minimum food and beverage spend? What is the service fee?
- Do they have a preferred vendor list or a required vendor list?
- Any other events that day + will you have a dedicated service team?
- Is it easily accessible for taxis, ubers or other transportation services? Parking?
- What is their policy on decorations? Are there any restrictions?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Tables / Chairs:
  - Linen / Tableware:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:

# WEDDING VENUES

## RECEPTION SPACE 05

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do they offer in-house catering + bar service? How many waitstaff?
- Is there a minimum food and beverage spend? What is the service fee?
- Do they have a preferred vendor list or a required vendor list?
- Any other events that day + will you have a dedicated service team?
- Is it easily accessible for taxis, ubers or other transportation services? Parking?
- What is their policy on decorations? Are there any restrictions?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Tables / Chairs:
  - Linen / Tableware:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:

# WEDDING VENUES

## RECEPTION SPACE 06

VENUE:

LOCATION:

COST:

CAPACITY:

### LOGISTICS + GENERAL INQUIRIES

- Do they offer in-house catering + bar service? How many waitstaff?
- Is there a minimum food and beverage spend? What is the service fee?
- Do they have a preferred vendor list or a required vendor list?
- Any other events that day + will you have a dedicated service team?
- Is it easily accessible for taxis, ubers or other transportation services? Parking?
- What is their policy on decorations? Are there any restrictions?

### CONTRACTUAL ITEMS

- Total hours included in rental:
  - Hours for set up:
  - Hours for take down:
- Deposit:

- What is included in rental:
  - Tables / Chairs:
  - Linen / Tableware:
  - AV Equipment:

### VENUE CONTACT + AVAILABILITY

- Venue coordinator:
  - Email:
- Dates available:
- Phone:



## NOTES + TAKE AWAYS

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Down The Aisle

WEDDING SPECIALISTS

Thank you

**WE ARE GRATEFUL AND HONORED**  
TO BE A PART OF YOUR WEDDING PLANNING



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