

# What to Ask Your Reception Site

# UWD

The Ultimate Wedding Day Company LTD  
www.ultimateweddingdays.co.uk  
info@ultimateweddingdays.co.uk  
0871-200242

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

## Experience

How many and what types of weddings have you hosted?

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What is the range of wedding sizes you can accommodate?

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Where exactly in your facility would you host a wedding of my size?

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Do you have the necessary health permits for food service?  Yes  No

Do you have insurance?  Yes  No

## Style & Services Offered

Do you provide your own catering, and if so, can I use an outside caterer if I'd prefer?

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If you do provide catering, what precisely is provided (the liquor, cake, hors d'oeuvres, etc.)?

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Do you have a list of recommended vendors (florists, DJs, bands, photographers, etc.) you've worked with?  
Can I use someone else if I'd prefer?

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What's your staff-to-guest ratio? \_\_\_\_\_

*For hotels only:* Can you offer discounted guest rooms or a free wedding-night stay for the couple?

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Are you equipped with the necessary supplies (tents, tables, chairs, dishes)?  Yes  No

If not, can you arrange for them?  Yes  No

Are there any restrictions on noise levels or party decorating?  Yes  No

Is there enough electrical power and outlets to support my band or DJ?  Yes  No

Can you provide coat check?  Yes  No

Is the site handicap accessible?  Yes  No

What kind of bathroom facilities do you have?

Do you have at least 1 toilet for every 25 guests?  Yes  No

What kind of parking facilities do you have?

Do you provide valet parking and security for guests' cars?  Yes  No

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## Fees

**Total fee estimate:** \_\_\_\_\_

Deposit: \_\_\_\_\_

How is the fee determined?

Per-person charge

Flat site fee

If any of the following are not included in your estimate, what is the cost for each?

Overtime: \_\_\_\_\_

Gratuities: \_\_\_\_\_

How are the gratuities distributed among your staff (for example, does the coat-check attendant get a percentage)?

\_\_\_\_\_  
\_\_\_\_\_

Are packages available?

Yes  No

If so, what do they include?

\_\_\_\_\_  
\_\_\_\_\_

How many hours does that price include? \_\_\_\_\_

Is set-up time for vendors included in those hours?  Yes  No

## Key Dates

Contract Signed By: \_\_\_\_\_

Deposit Due: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Last day I could cancel and get a full refund: \_\_\_\_\_

Other Cancellation/Refund Restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References (Past Clients)

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_