

# Venue Checklist

Below is a checklist to help you select the perfect venue for your event.

	Venue 1	Venue 2	Venue 3
	<b>Hodge Podge Lodge</b>		
Outdoor/Indoor venue capacity?	150		
Dance Floor Size?	15 x 20 or larger		
Venue Outdoor Ceremony Space & "Plan B" for covered space?	Yes		
Inside PA System?	Yes		
Outdoor PA System?	Yes		
Tables & Chairs Included?	Yes		
Furniture Set Up Included?	Yes, & seating planner		
Linens Included	Yes		
Hours of Venue Access	10-14 hrs. depending on pkg.		
Day of Coordinator/ Professional Stylist	Yes*		
Cleaning Required / Additional Cost?	No		
Security Required?	If alcohol-Yes (50+guests)		
Bridal Suite?	Yes		
Groom Suite?	Yes		
AC/Heating Included?	Yes		
Number of toilets?	5*		
Is there adequate parking?	Yes, no add'l cost.		
Parking attendant required?	Included		
Access to Dumpsters?	Yes		
Kitchen Size?	Medium		
Are You Required to Use HPL Preferred Vendors?	No*		
Fee for using outside vendors?	No		
May I bring my own alcohol?	Yes*		
Onsite Management During Event?	Yes		
Cost			

\* Day of coordinator/Stylist: HPL includes a Day of coordinator/stylist in every package. Only Day of coordinator on "Venue only" packages.

\* Toilets: 2 in main house and 3 in main house upstairs (Open as long as there are no B & B guests on property)

\* Must use an HPL approved caterer. Your choice of all other vendors.

\*Limited to Liquor. Beer and wine available through HPL only. We have a wide selection to choose from.

## Additional Amenities:

- 2 Hour Bridal or Engagement Photo Session.
- Personalized Installment plans with no financing fees.
- On-site B & B with room discounts.
- One event per day insures you the utmost attention.

# Tips for Picking Your Perfect Venue!

## Venue Communication & Service

How has your experience been with getting answers quickly and completely while researching venues? Are emails responded to promptly & personalized or are they mass responses? Do you have a venue representative's direct phone number or even cell phone? Are you leaving voice mails or having to call multiple times? Do you feel like just another contract or are you receiving friendly & personal service? Make sure to read reviews. This will save you lots of headaches!

## Size & Inclement Weather Plan

Get an estimated guest count and then find a venue that can accommodate guest tables (divide guest count by 8 to get total guest tables) and dance area (15 x 20 will work). If the venue can only accommodate your guest count using outdoor space, is there a comfortable back up plan?

## Venue Hours

How many hours will you be allowed to use the venue without having to pay for additional hours? Typically, a wedding lasts six hours (1hr ceremony, 1hr cocktail hour, 1hr dinner and 3hr reception for a total of six hours). However, you must also account for setup and breakdown. You will want to set aside a minimum of 4hrs for setup/prep and 1hr for breakdown. Therefore, you will want to have access to the venue for a minimum of 11 hours. Also, find out what restrictions you have to visit the venue ahead of your wedding- are site visits allowed and will you be able to use the venue for photo sessions without a fee?

## Venue Restrictions

Find out the venue restrictions. Are you required to vacate the place by 10 PM? Do you need to hire security? Do you need to hire a cleaning crew? When does the music end? Do you need to have your own insurance? Are permits required? The easiest way to avoid any problems is to ask the venue rep in an email or on your tour, "What are your venue restrictions?" Ask for a copy of the contract!

## Venue Facilities

Although it may sound like a no-brainer, you need to find out if the venue provides electricity, AC/Heating, parking, restrooms, cleaning, trash dumpsters, trash cans, elevator use, tables and chairs. Also find out if the kitchen is large enough to accommodate a catering team of 4-8? Will you be required to clean the restrooms? Will you have to clean and mop the entire venue? Do they provide an seating planner & furniture set up? Break down the furniture at the end of the night included? What is the damage deposit & is it a charge or an authorization / check- also, when is the damage deposit due?

## Bridal & Groom Suites

Does the venue have a bridal suite with private restroom, dressing area, mirrors, hooks, enough space for bridesmaids, etc? Does the venue offer a groom's room with couches, table, private restroom? If these are not provided you will need to rent hotel rooms nearby. Also, are these suites open to you the entire duration of your rental or only for set times?

## Vendor Restrictions

Are you required to use their vendors such as floral, caterers, photographer, or rent audio equipment, etc.? Being forced to use in-house vendors that do not add value to the experience could increase the cost of your wedding by thousands of dollars.