

Venue Contract Checklist

BEFORE SIGNING

- Date is correct on contract
- Total cost is itemized
- Deposit amount + due date listed
- Cancellation policy reviewed
- Refund policy reviewed
- Insurance requirements understood
- Setup + breakdown times specified
- Decoration restrictions noted
- Vendor restrictions noted
- Music end time specified
- Alcohol policy + bar fees clear
- Food & catering rules clear
- Cake-cutting fee disclosed
- Damage deposit amount listed
- Required certificates of insurance noted
- Backup weather plan documented (if outdoor)
- Number of restrooms confirmed
- Parking situation confirmed
- Accessibility features verified
- Final payment due date noted