



Selecting a Reception Site

- May I see photographs of other receptions held here?
- When will we have access in to the facility? Are there restrictions?
- Is there ample parking for guests?
- Do you provide a sound system, AV, or PA system?
- Are there any restrictions on décor, photography, videography, or bar service?
- Is there an onsite caterer? Are we required to use them?
- Are there adequate electrical outlets for the entertainer?
- Could other events be scheduled the same day?
- Is there a certain time when we must leave?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?
- May I look at the contract?