



[Book a Tour at Regency](#)

Banquet Hall Wedding Checklist

- Availability on preferred date:** Ensure the venue is available on your wedding date. Popular venues can be booked out months in advance, so securing your date is crucial.
- Capacity and size:** The hall should comfortably accommodate your guest list. Consider space for dining, dancing, and other activities. Also, check if there's enough space for a DJ or a band if you plan to have one.
- Location and accessibility:** Consider the convenience of your guests. Is the venue easily accessible? If many guests come from out of town, consider a venue close to hotels or airports.
- Parking facilities:** Check if there is ample parking space for your guests. If not, you might need to arrange alternative transportation.
- Catering options:** Some banquet halls offer in-house catering services, while others allow you to bring your caterers. Some venues have a list of preferred caterers you can choose from. Be sure to taste the food before making a decision.

- Facilities and Equipment:** Does the venue provide tables, chairs, linens, plates, and cutlery, or will you need to rent them? Also, check if they have audio-visual equipment if you plan to use it.
- Alcohol policy:** If you plan to serve alcohol, understand the venue's policy. Some venues require you to purchase alcohol through them or charge a corkage fee if you bring your own.
- Pricing and what's included:** Understand what's included in the package and any additional costs. Ask about the down payment, when the final payment is due, and the refund policy in case of cancellation.
- Restrictions:** Ask about any decor or noise restrictions. Some venues might have strict rules about decorations or end times for the event.
- Accommodation:** If the venue is far, check if they provide accommodation or have tie-ups with nearby hotels. This could be especially helpful for out-of-town guests.
- Backup plan for outdoor spaces:** If you're planning an outdoor ceremony or reception, ensure a backup plan in case of bad weather. The last thing you want is for your special day to be ruined by rain or wind.