

## *Ceremony Site Survey*

*Princess Weddings & Functions have designed a Ceremony Site Survey form for you to take with you when you are looking at possible venues. This form should be used as a guide of information and questions that will help in the decision process when deciding if a particular venue suits your wants and needs. Please note, you will only need some information / questions answered if you decide to go ahead with the venue. It is a good idea to run through this survey before you visit any venues so you have a rough idea of what information to gather and also you may have some questions you want to ask that is specific to your wedding – you should write these down in the spot available at the end of the survey.*

*Name of Venue:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

*Venue Contact Name:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *Mobile:* \_\_\_\_\_ *Fax:* \_\_\_\_\_

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

*Website:* \_\_\_\_\_

*Is the Ceremony & Reception at the same venue:* YES / NO

*Hiring Cost:* \_\_\_\_\_ *Deposit Required:* \_\_\_\_\_

*Balance due:* \_\_\_\_\_

*How long are you hiring the venue for:* \_\_\_\_\_

*What is included in the costs (eg pew decorations etc):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seating Capacity: \_\_\_\_\_

Number of Rooms: \_\_\_\_\_

Is there a Bridal Room: YES / NO

Floor Plans Available: YES / NO

*\*\*this may be a good to get a copy of for working out positioning of where you will stand, your bridal party will stand and if you want to allocate specific seating for family members*

Parking Spaces: Number: \_\_\_\_\_ Charge: \_\_\_\_\_

Washroom Facilities Available: YES / NO

Condition of Washrooms: \_\_\_\_\_

Wheelchair Facilities:

Washrooms: \_\_\_\_\_ Parking: \_\_\_\_\_ Ramps: \_\_\_\_\_

Audio / Visual Capabilities: \_\_\_\_\_

Pew Decorations: \_\_\_\_\_

What's included? Can you decorate yourself?

Allow Candles: YES / NO

Outdoor facilities: \_\_\_\_\_

Lighting Natural: \_\_\_\_\_ Artificial: \_\_\_\_\_

Cleanliness: \_\_\_\_\_

Provisions: *Is there anything else you should be aware of?*

*Eg. Do they all confetti, rice, rose petals?? If they do will it be required to be cleaned up before you vacate the venue?*

\_\_\_\_\_

\_\_\_\_\_

Do they have a bubble machine available? YES / NO

Are there any restrictions? Eg photos

\_\_\_\_\_

*Rehearsals: When will you have access for rehearsals? Times available?*

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*Photos: Can you use the grounds for photos? If yes, are there any restrictions you should inform your photographer of?*

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*Cancellation Policy:*

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*Personal Notes and Comments:*

*\*\*Include in here how you felt about the service you received while looking at the venue and how helpful the staff were. Also if you have any concerns / queries you would like to raise before booking the venue.*

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*If you have any questions or need advice please feel free to contact our office. Our contact details are:*

*Phone: 03 8786 7456                      Mobile: 0417 223314*  
*Email: [info@princessweddings.com.au](mailto:info@princessweddings.com.au)*  
*Web: [www.princessweddings.com.au](http://www.princessweddings.com.au)*

*We are happy to help in any way we can ☺*

*.....because every Bride should feel like a Princess*