IRAIVI EVENTS

Wedding Venue Site-Visit Checklist & Comparison Sheet

Print one copy for each venue. Complete the checks during your visit and compare halls using the same criteria.

Couple / family:	_____	Visit date:	_____
Venue name:	_____	Contact person:	_____
Address:	_____		
Wedding date:	_____	Quoted package:	_____

1. Site-visit checks

Check	Pass / Needs attention	Notes / action
■ Main hall: seating layout, visibility, pillars, stage access and guest movement	■ Pass ■ Check	
■ Dining hall: actual seating capacity, number of serving batches and distance from main hall	■ Pass ■ Check	
■ Toilets: cleanliness, number, accessibility and water availability	■ Pass ■ Check	
■ Drinking water: source, filtration / supply arrangements and refill points	■ Pass ■ Check	
■ Power: generator / backup, changeover and which areas are covered	■ Pass ■ Check	
■ Sound: microphone, speakers, acoustics and permitted operating hours	■ Pass ■ Check	
■ Lighting: stage, dining area, corridors, entrances and emergency lighting	■ Pass ■ Check	
■ Kitchen: usable space, ventilation, water, power, fuel rules and caterer access	■ Pass ■ Check	
■ Elder access: lift, ramp, handrails, step-free route and nearby seating	■ Pass ■ Check	
■ Parking: actual usable spaces, vehicle entry / exit and overflow arrangements	■ Pass ■ Check	
■ Changing rooms: number, locks, mirrors, toilets and access hours	■ Pass ■ Check	
■ Guest rooms: count, occupancy, check-in / check-out and additional charges	■ Pass ■ Check	
■ Safety: exits, fire extinguishers, emergency access and crowd-flow routes	■ Pass ■ Check	
■ Clean-up: who handles waste, used leaves, cleaning and handover	■ Pass ■ Check	

2. Hall rules & booking terms

■ Outside decorators permitted? ■ Yes ■ No ■ Conditions: _____
■ Outside caterers permitted? ■ Yes ■ No ■ Conditions: _____
■ Vegetarian-only / kitchen restrictions: _____
■ Overnight stay permitted? ■ Yes ■ No ■ Extra charge: _____
■ Late-night music / sound limits: _____
■ Firecrackers / special effects rules: _____
■ Advance amount or percentage: _____ Balance due: _____
■ Cancellation / postponement terms: _____
■ Extra charges (power, cleaning, rooms, overtime, equipment): _____
■ Date hold / double-booking protection in writing: _____

3. Questions for the venue manager

■ 1. What is the separate seated capacity of the main hall and dining hall?
■ 2. What is included in the quoted rental and what is charged separately?
■ 3. Can we use our own caterer and decorator? Are there approved-vendor conditions?
■ 4. What are the booking, payment, cancellation and refund terms?
■ 5. How many hours are included, and what are the overtime charges?
■ 6. Is generator backup available, and what equipment / areas does it support?
■ 7. Are guest rooms available, and what are the occupancy and access rules?
■ 8. Can we visit during another function to assess crowd flow and service?
■ 9. What safety arrangements, emergency exits and accessibility facilities are available?
■ 10. How is our date reserved, and will you provide a receipt and written confirmation?

4. Weighted comparison score

Score each item from 1 (poor) to 5 (excellent). Weighted points = weight × score ÷ 5. Suggested weights total 100.

Criterion	Weight	Score / 5	Weighted points
Capacity and dining arrangement	20	____	____
Parking and access	10	____	____
AC and power backup	10	____	____
Guest rooms	8	____	____
Distance / transport convenience	8	____	____
Kitchen facilities	10	____	____
Decor and catering flexibility	8	____	____
Total cost and inclusions	14	____	____
Date availability and booking clarity	12	____	____
TOTAL	**100**		**____ / 100**

5. Final notes

What we liked:	_____		
Concerns / extra costs:	_____		
Documents promised:	_____		
Follow-up required by:	_____	Family decision:	■ Shortlist ■ Reject ■ Confirm

Before paying: obtain a written quotation, itemised extra charges, payment receipt, date confirmation and cancellation / postponement terms. Hall rules differ from venue to venue; verify every condition directly.