

# **I** | ILSA EVENTS WEDDING PLANNER

A GUIDE TO BOOKING, PLANNING & DELIVERY  
THE WEDDING VENUE



## *A Guide to Understanding Your Venue's Role, Responsibilities, and Requirements*

*Your venue is one of the most influential elements of your wedding. It shapes not only the aesthetic setting, but also the structure, flow, and logistical framework of your entire day.*

*Beyond providing the physical space, your venue will impact your timeline, supplier coordination, guest experience, and operational planning. Understanding exactly what your venue provides, and what must be arranged separately, ensures your wedding is planned efficiently and without unexpected limitations.*

*E*

## **Importance & Role**

Your venue forms the foundation upon which every other element of your wedding is built. It determines how your day flows, how suppliers operate, and how your guests experience each stage of the celebration.

A well-suited venue will support both the practical and experiential aspects of your wedding, including:

- Hosting your ceremony, reception, and celebrations
- Providing appropriate space for your guest count and layout
- Supporting supplier setup, service, and breakdown
- Ensuring safe, compliant, and professional event operations
- Providing infrastructure such as power, facilities, and access

The venue also plays a central role in managing timing, access, and operational restrictions, all of which must be understood early in the planning process.

## **What Your Venue Is Responsible For**

Your venue is responsible for providing the agreed spaces, facilities, and operational support outlined in your contract.

This typically includes:

Provision of event spaces

- Ceremony, reception, and celebration areas as agreed
- Access to facilities such as restrooms, entrances, and guest areas
- Ensuring spaces are safe, clean, and ready for use

Venue coordination and operational management

- Providing a venue manager or coordinator as outlined
- Managing venue staff where applicable
- Overseeing venue-specific operations and compliance

Infrastructure and facilities

- Providing power supply and lighting infrastructure
- Providing furniture and equipment included in your hire
- Providing access routes for guests and suppliers



## Access and logistical management

- Allowing supplier access within agreed times
- Supporting safe load-in and load-out procedures
- Ensuring venue readiness in accordance with agreed timelines

The exact level of support varies depending on whether your venue is full-service or dry hire, and this should always be confirmed in advance.

## **What You, as the Client, Are Responsible For**

As the client, you are responsible for ensuring your venue is selected appropriately and that all venue-related details are confirmed and communicated clearly.

This includes:

- Confirming your final guest numbers within venue capacity limits
- Reviewing and signing the venue contract carefully
- Understanding what is and is not included in your venue hire
- Ensuring all suppliers comply with venue policies and restrictions
- Providing your venue with your final timeline and supplier details
- Meeting all payment deadlines outlined in your contract
- Ensuring insurance requirements are met, if applicable

Working closely with your planner ensures all venue requirements are understood and managed professionally.

## **Key Details That Must Be Confirmed Before the Wedding**

To ensure smooth planning and execution, the following details must be clearly confirmed with your venue:

### Capacity & Layout

- Maximum capacity for ceremony, reception, and evening
- Seated and standing capacities
- Layout options and room configurations
- Guest flow between different areas
- Accessibility for all guests



## What Is Included in Your Venue Hire

- Tables, chairs, and furniture
- Table linen, glassware, and tableware
- Staffing, including venue manager and service staff
- Bar facilities and equipment
- Lighting and power infrastructure
- Setup and breakdown support

Any items not included will need to be sourced externally.

## Access, Setup & Breakdown

- Supplier access times
- Setup start and completion times
- Guest arrival times
- Breakdown deadlines
- Overnight storage availability
- Restrictions on early access or extended hire

These timings directly affect your supplier planning and overall timeline.

## Supplier Policies & Restrictions

- Preferred or required supplier lists
- Restrictions on external catering or bar services
- Restrictions on décor, candles, or installations
- Entertainment, sound, or noise limitations
- Music curfews and event end times

Understanding these policies early prevents unexpected limitations.

## Catering & Bar Services

- Whether catering is in-house or external
- Kitchen access and catering facilities
- Menu flexibility and dietary accommodation
- Bar service structure and licensing
- Corkage policies and alcohol permissions

## Weather Contingency Planning

- Backup indoor spaces for outdoor elements
- Capacity of contingency areas
- Decision deadlines for activating backup plans
- Staffing and logistical support for changes

## Logistics & Infrastructure

- Power availability and limitations
- Generator requirements, if applicable
- Parking for guests and suppliers
- Load-in and load-out routes
- Storage for personal items and décor

## Contracts & Financial Details

- Deposit and payment schedule
- Final balance due date
- Minimum spend requirements
- Cancellation and postponement terms
- Insurance requirements
- Damage and liability policies

## Questions You Should Ask Your Venue

These questions will help ensure clarity, alignment, and confidence in your venue selection.

### General & Operational Management

- Who will be our main point of contact?
- Will a venue manager be present on the day?
- How many events do you host per day?
- How does your team support on the wedding day?

### Access & Timeline

- What time can suppliers access the venue?
- What time must setup and breakdown be completed?
- Are there restrictions on early access or late finishes?
- Are there music or sound curfews?

### Capacity & Layout

- What is the maximum capacity for each space?
- How will guests move between ceremony, reception, and dinner areas?
- Are there restrictions on layouts or floorplans?
- Is the venue fully accessible for all guests?

### Suppliers & Styling

- Do you have a preferred supplier list?
- Are external suppliers permitted?
- Are candles, installations, or external structures allowed?
- Who is responsible for décor setup and removal?

### Catering & Bar Services

- Is catering in-house or external?
- What bar options are available?
- How are dietary requirements managed?
- What are your corkage policies?

### Logistics & Infrastructure

- Is sufficient power available for production and entertainment?
- Are generators required?
- Where can suppliers load in and park?
- Is there storage available during the event?

### Weather Contingency

- What is the wet-weather backup plan?
- How many guests can contingency spaces accommodate?
- When must weather decisions be made?
- Are there additional costs for contingency changes?

### Contracts & Financial Terms

- What is included in the venue hire fee?
- What are the payment terms and deadlines?
- What is your cancellation or postponement policy?
- Do you require event insurance?



## **Final Thoughts**

Your venue is far more than a setting, it is the operational and experiential foundation of your wedding.

When venue details are clearly understood and confirmed early, planning becomes more efficient, suppliers can operate confidently, and your wedding day can unfold seamlessly.

At Ilsa Events, we work closely with your venue and supplier team to ensure all logistical, operational, and experiential elements are carefully coordinated, allowing you to focus on enjoying your wedding, knowing every detail is professionally managed.

