

Reception Venue Comparison Chart

INFORMATION	VENUE #1	VENUE #2	VENUE #3
Site Type (hotel, barn, hall)			
Address			
Phone Number			
Website			
Rental Fee			
Capacity			
Parking Lot Capacity			
Style/Colour Scheme			
Close to Hotels			
Close to Public Trans			
Deposit			
Cancellation Fee			
QUESTIONS TO ASK			
Wheelchair Access			
In-House Catering			
Liquor License/Bar			
No. of Bathrooms			
Coat Check			
In-House Sound System			
Table/Chairs/Linens			
Dance Floor Space			
Smoking Area			
Parking Fees			
On-Site Contact			