



WEDDING VENUE SHOPPING

STEP 2 : COLLECT & COMPARE THE DETAILS

COLLECT THE FOLLOWING INFORMATION TO MAKE SURE THE VENUES FIT YOUR EVENT CRITERIA.

STEP 1

Review all the features in the far left column of the chart. Highlight the ones that are most important to you.

STEP 2

Narrow your venue search down to three venues to tour. Trust me, three is the magic number! Write your venue options across the top of the chart.

STEP 3

Request as much information upfront before scheduling a tour. As you gather all the details fill in this handy dandy chart. *

STEP 4

Compare your options and make a decision that you're excited about, meets your needs & fits your budget. Remember, all the details are important, but so is your gut feeling!

*Sample information has been placed in the attached chart for your reference only. Warrenwood Manor rates, inclusions and amenities may change at any time. For Warrenwood's most recent offerings visit www.warrenwoodmanor.com.

	Venues		
	Warrenwood Manor		
Wedding Dates Available			
Location	Danville, KY		
Setting	Rural Estate		
Property Access	Two 2-hour visits for planning and/or engagement pictures		
	5 hours the day before your wedding for setup and rehearsal		
	15 hours the day of your wedding		
Capacity	Barn seating up to 180 & House seating up to 70		
Price	\$6,500 for weekends in May, June, September & October		
	\$5,500 for weekends in April, July, August & November		
	\$3,000 for a weekday wedding on Tuesday, Wednesday or Thursday		
Deposit Due to Reserve Date	\$500.00		
Damage Deposit	Additional \$500 fully refundable security deposit. Returned after event less any damages.		
Additional Hours	\$100/hour		
Rehearsal Dinner Fee	\$100/hour		
Final Payment Due	30 days before wedding		
Payment Plan Options	Yes		
Accepted Forms of Payment	Cash, check, bank transfer or credit card.		
Is Event Insurance required?	Yes (approximately \$200), but not purchased through Warrenwood.		
Accessibility	~2 miles from Hobby Lobby, Liquor Barn, Walmart, Lowe's and 5 Hotels		

	Venues		
	Warrenwood Manor		
Exclusive Use	Yes		
Bridal Suite	2 room suite with full on-suite restroom		
Groom's Quarters	3 room suite with full restroom and porch		
Ceremony Area	Indoor or Outdoor		
Ceremony Fee	None		
Reception Area	Indoor, outdoor or tented		
Rain Plan	Multiple options depending on guest count		
Parking	Large well-lit gravel parking lot		
Parking Attendant	Yes		
Guest Shuttle	No		
Restrooms	11 total on property		
Can provide Certificate of Occupancy	Yes		
Handicap Accessible	Yes		
Liability Insurance	Yes		
Climate Controlled	The House and a small portion of the barn is fully temperature controlled. Main barn has four fans.		
Is a tent needed?	Maybe, depending on your guest count and personal preferences.		
Value of Included Rental Items	Approximately \$2,500 including (23) 5' Round Tables, (11) 6' Banquet Tables, (6) Cocktail Tables & Premium Ceremony & Reception Chairs		
Event Setup	Warrenwood will have all their items in place when you arrive. It is your responsibility or your rental company's responsibility to handle all other setup.		
Vendor Restrictions	Any professional vendor is allowed		
Onsite Rental Items	Yes		
Linens	\$15/linen + \$40 delivery fee		

	Venues		
	Warrenwood Manor		
Onsite Catering Available	No		
Catering Prep Area	Yes		
Ice Available	No		
Alcohol Policy	All alcohol must be served by a licensed & insured bartender. No self-service. No cash bar.		
Liquor License	No		
Can we provide our own alcohol	Yes		
Sound System	No		
DJ / Live Band Allowed	Yes		
Enough Electrical Outlets	Yes		
Music Must End At	11:00 PM		
Closing Time	Midnight		
Send Off	Sparklers are allowed. No confetti, balloons or Chinese lanterns.		
Cleanup	All guests, vendors and personal belongings must be off the property by midnight. All of Warrenwood's tables & chairs can be left in place.		
Trash	Caterer should handle food trash while Warrenwood handles the rest		
Overnight Accommodations	None on site, but 5 hotels within 2 miles		
Customer Service	Unlimited phone calls / emails		
Event Staff	At least one member of the venue staff onsite at all times		
Event Planning & Coordination	Additional fee		
Cancellation Policy	All deposits are non-refundable unless property is rebooked		
NOTES			