

RECEPTION SITE *comparison chart*

QUESTIONS	SITE ONE	SITE TWO	SITE THREE	SITE FOUR
Site name	1			
Website/email				
Address				
Phone number				
Contact name			3	
Dates and times available				
Site fee				
Fee includes:				
Payment policy				
Cancellation Policy				
Liability insurance required?				
Capacity (min. and max.)		2		
Flower/decor restrictions				
Photo/video restrictions				
Music restrictions				
Other restrictions				
On-site parking available				4
Handicapped accessible				
Security deposit required?				
NOTES				