THE GLASSERY

BEFORE YOU BOOK THE VENUE, ASK THESE NINE

Tick them off and write the answers in before you pay the deposit.

IS GLASS ALLOWED?

- [ ] **1. Is glass allowed at the venue at all?**

- [ ] **2. Are there areas where it is not allowed?**

WHAT IS SUPPLIED?

- [ ] **3. What glassware do you supply, and how many of each?**

- [ ] **4. What condition is it in, and does it all match?**

HIDDEN COSTS

- [ ] **5. Is there a charge for using your glasses, or a corkage fee?**

- [ ] **6. Is there a cleaning fee, and what counts as clean?**

THE WASHING UP

- [ ] **7. Who washes the glasses, and is there a dishwasher we can use?**

GETTING GLASSES IN AND OUT

- [ ] **8. When can deliveries arrive, and when must everything be gone?**

- [ ] **9. Where do we unload, and where can crates sit out of the way?**

Venue: _____ **Date:** _____ **Guests:** _____

If glass is fine but the glasses are not, we deliver to the venue, collect after, and you send them back dirty.

THE GLASSERY

THE EMAIL TO SEND THE VENUE

Copy it, fill in the blanks, send it before the deposit.

Or fill it in online at theglassery.com.au/guides/venue-glassware-checklist and it writes itself.

Hi,

I'm looking at booking [venue name] for an event on [date], for about [number] guests. Before I pay the deposit, could you help me with a few questions about glassware?

1. Is glass allowed at the venue, and are there any areas where it isn't?
2. What glassware do you supply, and how many of each?
3. What condition is it in, and does it match? A photo would be great.
4. Is there a charge for using your glasses, or a corkage fee?
5. Is there a cleaning fee, and what do we need to do to avoid it?
6. Who washes the glasses, and is there a dishwasher we can use?
7. What happens to the bond if the glasses aren't washed?
8. When can deliveries arrive, and when does everything need to be gone?
9. Where can a delivery unload, and is there somewhere out of the way for crates?

Thanks very much,
[your name]