



# PLEASE SUBMIT AT LEAST 48 HOURS BEFORE YOUR EVENT Preview

by Terry Stanley | Dec 25, 2021

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**Couple's Names \***

**Email \***

**Best Contact Number \***

**Event Date \***

**Arrival Time to Venue \***

**Time of Ceremony \***

**Will your ceremony be held outdoors or in the chapel? \***

**If ceremony is outdoors – how many white chairs would you like set up?**

**Number of guests: \***

**Have you designed your table layout? (you can draw us up a sketch and send it to us if you haven't) \***

**How many tables would you like? \*We have 32 round, 60” tables [need cloths], 6 rectangular 8 foot tables [need cloths] & 2 wooden 8 foot farmhouse style tables [do not need cloth, cannot be used in buffet room/for hot dishes] please specify how many and which style. \***

**How many chairs do you want per a table? (6-8 recommended) \***

**Are you using the sweetheart table? (couple's table)**

**If you are having a bridal party table(s) - How many chairs would you like?**

**Estimated reception time and hours: \***

**Will there be dancing at reception? \***

**Estimated departure time: \***

**Time clean up will begin: \***

**Names of people (or company) responsible for cleanup: \***

**Bridal Party - Number of groomsmen: \***

**Bridal Party - Number of bridesmaids: \***

**Preferred sizing for brides robe? (We will do our best to match the robes closest to your preferred size as possible. However, we only have a limited amount of robes and differentiating sizes). \***

**Preferred sizing for bridesmaide's robes? (We will do our best to match the robes closest to your preferred size as possible. However, we only have a limited amount of robes and differentiating sizes). \***

**Do you have a DJ ? \***

**Do you plan to use Venue 311's sound system in the banquet building?  
(Usually "no" if you have a DJ) \***

**Do you plan to use Venue 311's sound system in chapel? (Usually "no" if  
you have a DJ) \***

**Will you be using Venue 311's Guest Message Audio Phone? \***

**Are you using Venue 311's cake table? \***

**Are you having food trucks? \***

**Will you be using the buffet room for a buffet style meal? \***

**Will you be using dessert cart? \***

**Will you be using any of Venue 311's dishes? (If you are, please  
remember to have your clean up crew wash them before departure). \***

**Will the bar area be used for either alcohol or other drinks (hot chocolate, coffee, etc.)? \***

**Do you plan on having games at your wedding? \***

**If so, which games would you like to use? (Corn-hole, dominoes, dice, jenga)**

**If you are having alcohol, who is your bartender?**

**If you are having alcohol, who is your security? (NOTE: Security must remain on site from the beginning of alcohol service until the end of your event / all guests have departed).**

**What is the arrival time for security?**

**If you are having alcohol, will you be using Kegerator? If so Keg must be brought in first thing in the morning in order to have enough time to settle before serving. Additionally – many bags of ice will be needed to keep it cooled and avoid foaming. Please feel free to contact Venue 311 for further instructions.**

**If you are having alcohol, do you have 1 security guard per 100 guests? (if you have 101-200 guests, you will need 2 officers, 201-250 guests will need 3 officers). Again, they MUST remain on-site until the end of the event.**

**Are you borrowing any of Venue 311's decorations? (If you are, we will need to gather them together before decorating and take a picture/inventory list of them – please ask staff member on site for assistance). \***

**Caterer's company name: \***

**Makeup Artist company name:**

**Hair company name:**

**Dj Company Name:**

**Cake company Name:**

**Florists company Name:**

**Photographer company Name:**

**Videographer company Name:**

**Coordinator company Name & Arrival time: (please provide phone number)**

**Bartender company Name:**

**Transportation company Name:**

**Additional Vendors:**

**Additional Notes or Message**

Submit

**IMPORTANT REMINDERS:**

- Your rental is a 14 hour rental time period (unless other arrangements have been previously made). All gates and doors will remain closed and locked until rental time begins at 10am. A late exit will result in a loss of deposit, as well as an additional hourly rate fee of \$300/hour.
- Please make sure your clean up crew is thoroughly informed on their clean up duties. This includes removing all trash from inside the venue (including chapel, patios, yards, etc.), bagging the trash, placing it in the provided dumpster (in corner

of the parking lot) - as well as removing all personal belongings, wiping down tables, etc.

- Please note that the circle backdrop is fragile and cannot be moved out of the chapel. If you do not wish to use it, we will have it moved to the rear of the room. Additionally, the wooden cross is to remain in the chapel at all times.
- Please ensure all of Venue 311's décor items are left at Venue 311 (this includes bridal robes).
- Please ensure that alcohol is not being served until both your bartenders and security officers are present (note that 1-100 guests needs 1 officer, 101-200 needs 2, 201-250 needs 3). If the correct number of security guards are not hired for the event, there is an immediate loss of deposit.
- Please note that there can be no balloon or lantern releases of any kind out of respect for our neighbors, the nearby animals and the environment.
- If you need ramp set up at chapel for wheelchairs please note that here:
- As a courtesy to our couples, we allow a limited amount of beer/mimosas for the wedding party while getting ready. However, due to recent overindulgence & abuse of this privilege, we would like to remind you that this must be kept to a minimum and there is no liquor, kegs or overindulgence allowed. If the V311 staff member feels any of these have been violated, all alcohol will be confiscated until the bartender/security arrives. Once your guests begin arriving, all alcohol must be hidden or placed behind the bar until bartenders/security are on site.
- Children must be watched by a parent or guardian at ALL times for their safety & the well-being of the venue. If a staff member has addressed this issue and it repeats itself, the family in question may be asked to exit the premises.

## **ABOUT VENUE 311**

## **QUICK LINKS**

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Venue 311, LLC is a Houston area wedding venue that provides a stunning atmosphere through a French country design. A truly breathtaking and memorable experience for both you and your guests is offered through our 6,000 square foot venue and our 2,100 square foot chapel.

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### **CONTACT INFORMATION**

Address: 9282 County Road 311  
Plantersville, Texas 77363

Email: [support@venue311.com](mailto:support@venue311.com)

Phone: (281) 826-4248

**Call or Text Anytime**



### **LOCATION**



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