

Wedding deposit and booking checklist

Use this before every deposit, for every vendor. It takes ten minutes, and it is much easier than sorting things out after money has moved.

Vendor				Service				
Event date			Total price	£			Checked on	
Deposit	£			Due			Balance	£
							Due	

Before you pay: the checklist FOR EVERY VENDOR

- ☐ The vendor's full business name, address and phone number, not just a first name and a WhatsApp number. For a limited company, the company number, which you can check on Companies House.

- ☐ A written, itemised quote listing everything included and anything that costs extra.

- ☐ The event details: date, start and finish times, venue and which ceremonies are covered.

- ☐ The total price, including VAT and any travel, set-up or late-finish charges.

- ☐ The deposit amount and the date it is due.

- ☐ The balance amount and the date it is due, plus any other payment dates.

- ☐ What happens if you cancel, and how much you would lose at each stage.

- ☐ What happens if the vendor cancels, or cannot attend, and what you are owed.

- ☐ What happens if you need to move the date.

- ☐ Who will actually turn up on the day, and who replaces them if they are ill.

☐ The final guest number deadline and the cost of changes, for caterers and venues.

☐ Insurance details if your venue asks for them.

☐ A receipt for every payment, tied to the booking.

☐ Everything above in one signed or confirmed document, not spread across chats.

Your rights in general terms UK CONSUMER LAW

- Services must be done with reasonable care and skill.
- Unfair terms are not binding.
- Deposits should be small, and cancellation charges should cover likely losses.
- The 14-day cooling-off period often does not apply.
- How you pay can matter later.

If something goes wrong NEXT STEPS

1

Read the contract again

Find the cancellation terms and what was promised in writing.

2

Write to the vendor

Set out what happened, what you want and by when. Keep it calm and factual.

3

Get help

Citizens Advice can explain your options, including their consumer helpline. For your own situation, speak to Citizens Advice or a solicitor.

This is general information, not legal advice. This page summarises UK consumer law and official guidance as we understand it on 30 September 2026. Every contract is different. For advice on your own situation, contact Citizens Advice (www.citizensadvice.org.uk/consumer) or a solicitor.

Notes

The full explanation, with links to the official sources: thenodus.uk/resources/deposit-and-booking-checklist