

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Day/Date of Party: \_\_\_\_\_ Location: 360 East ::: Time: \_\_\_\_\_

## Vendor Services

PLEASE LIST ALL SERVICES BY COMPANY NAME

\*BAND/DJ: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\*WHO WILL BE HANDLING THE COCKTAIL HOUR MUSIC: \_\_\_\_\_

\*IF ONSITE CEREMONY, WHO IS HANDLING THE CEREMONY MUSIC: \_\_\_\_\_

\*ARE ANY OTHER SPECIALTY VENDORS (EXAMPLE: PHOTOBOOTH): \_\_\_\_\_

\* IF HAVING A PHOTOBOOTH PLEASE NOTE -

\* IT WILL BE POSITIONED OUTSIDE ON THE EAST SIDE OF THE TERRACE: \_\_\_\_\_

\*PHOTOGRAPHER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\*VIDEOGRAPHER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\*FLORIST/BALLOONS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

*\*Please advise your florist that if you are renting centerpiece components they must be picked up at the end of the function & can not be stored overnight, Thank you.*

\*LIMOUSINE SERVICE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PICKING UP FROM 360 EAST? (YES/NO)

*\*\*Please alert your Limo Company that it is **strongly suggested** they be onsite 20 to 15 minutes prior to end of event this way we can properly load your belongings.*

\*SHUTTLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PICK UP TIME? \_\_\_\_\_

*\*\*Please alert Shuttle Company that it is **strongly suggested** they be onsite 20 to 15 minutes prior to end of event\*\*\**

\*HOTEL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\*OFFICIANT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PLEASE NOTE, OFFICIANT MUST BE ON PREMISE NO LATER THAN 40 MINUTES PRIOR TO CEREMONY.

***ALL VENDORS ENTERING MONTAUK DOWNS PREMISES MUST BE LICENSED,***  
***INSURED and ADHERE TO OUR VENDOR POLICY, Thank You***