

Wedding Payment Authorization Form

Wedding Last Names:		Event Date:	
Name on Card:			
Address the Card is Registered:		City, Zip Code	
Phone Number:		Email:	
Card Type: CIRCLE	MC VISA AMEX DISCOVER	Card Expiration:	MM/YY
Credit Card Number:			
Credit Card Authorization			
<p>By signing, I hereby authorize the following charges to settle any unpaid extras or additional service items after my event at 360 East @ Montauk Downs:</p> <ul style="list-style-type: none"> • Additional Guests and Vendors (<i>Contract Price Per Person to Be Calculated Post Dinner Service</i>) • Automatic Charge for Additional Setup - \$495++ up to 125 guests, \$795++ up to 180 guests <i>We setup the following items: card box, cake topper, toasting flutes, place cards, limited signage, ceremony items, favors, guest book</i> <i>If you have additional setup, we highly recommend a Day of Coordinator to facilitate and setup all additional décor and details for your wedding. Recommended Vendor: Deborah Minarik Events; deborahminarikevents@gmail.com</i> • Additional Service or Additional Bartenders – ex. Table Wine Service (<i>Price TBD by Venue</i>) • Additional Food or Beverage Station Not Previously Discussed or Contracted (<i>Price TBD by Venue</i>) • Additional Bar Items or Requests Day-Of (Last Minute Requests May Not Be Honored) (<i>Price TBD by Venue</i>) • Shipping Charges (<i>USPS/FedEx Rates</i>) 			
Wedding Item Removal			
<p>As a reminder from your contract, 360 East @ Montauk Downs requires that all wedding items from your event are removed from the premises at the conclusion of your event. Please prepare accordingly. Your Bridal Attendant and Maitre 'D will assist you in packing up all delivered and approved items. It is your responsibility to provide containers or boxes to pack items the night of your wedding. These items include, but are not limited to: centerpieces, card box, cake topper, bathroom baskets, ceremony items, personal items, clothes, shoes, etc.</p> <p>360 East holds no responsibility for lost, stolen, or misplaced items. With the number of weddings per weekend at the venue, we clean out our storage room each Monday morning to make room for the next weekend. Any leftover, unclaimed items will be removed each Monday to be discarded or donated.</p>			
Signature			
<p>I confirm that the charges stated on this form can be charged to the card provided. The venue will notify before making any charges. I also confirm I will remove all items at the end of my event. If any items are left behind, the venue is not held responsible for lost, stolen or misplaced items.</p>			
Print Name:		Date:	
Signature:			