

Vendor Instructions

(Please provide a copy of this sheet to all your Vendors)

As your wedding day approaches, it is important that you contact all of your vendors to confirm the following information: your wedding date, time and final payments. You should also discuss any special instructions that you both may have. We suggest that you confirm hotel reservations and shuttle times with the hotel.

The following is a list of special instructions that you should mail or fax to your vendors several weeks prior to your function. Please keep one copy for your records.

- Vendors may arrive one hour prior to your function. *(Special arrangements may be made by confirming with your Banquet Manager.)*
- Florists cannot drop off centerpieces to be stored at the Bridgewater Manor. The florist must put out all centerpieces on each table one hour prior to your event.
- The Bridgewater Manor is not responsible for collecting or storing: pedestals, vases, candles, baskets, etc. that you rent from your florist. It is your responsibility to make arrangements for their return.
- Florists may decorate the patio one hour prior to your ceremony. More time may be allowed if available. Please check with a Banquet Manager two weeks prior to your scheduled event. Florists are not permitted to nail any types of hooks into the Gazebo.
- **Vendors cannot load in through the main lobby.** Please inform your Vendors of the proper load-in locations:

IMPERIAL ROOM: Use the Tropea restaurant entrance.

SOMERSET ROOM: Use the restaurant side loading dock. **DO NOT USE THE PATIO ENTRANCE.**

HUNTERDON ROOM: Use the 202/206 south side entrance. Vehicles can park on the shoulder for unloading.

Vendors should confirm proper instructions upon arrival. Please call one week prior for the appropriate contact name.

For directions, please visit our website at: bridgewatermanor.com

Once again, thank you for your cooperation. Please feel free to call the Banquet Department at (908) 658-3000 if you have any questions.

Sincerely,

The Bridgewater Manor