

**I am enclosing a Seating Arrangement, Table Floor Plan, and an Announcement Listing for your Wedding Reception to be held at The Berkeley Plaza. Instructions on how these are to be filled out are enclosed on our “Final Instructions for Your Wedding Day” sheet.**

**Please call The Berkeley Plaza at your earliest convenience, to set up your appointment with your Maitre D’.**

**The Final Guaranteed Guest count is required *FIVE DAYS* prior to your Reception. Once the final count is given and the bill is figured, this is your Final Balance Due. Payment is due no later than one day prior to your party by Certified or Bank Check.**

**Remember this is your Special Day, everything has been tailored to meet your needs and desires, so please correspond with your Band, Photographer, and Limo Drivers to assure you are here at the scheduled time. Please let the Berkeley Plaza know if you anticipate any early arrivals, arrangements must be made in advance!**

**Please call 908-464-0300 to determine the time of your appointment with your Maitre D’.**

**Sincerely,**

**James A. Wolkin  
President**