

The Barclay

One Twelve Fifth Avenue
P.O. Box 641
Belmar, NJ 07719
732-681-5299
Fax 732-280-2440

Weddings & Banquets Exclusively

Instructions for the Prospective Couple

Information at booking

1. Any deviations, additions and changes of any kind on menu must be discussed and priced fixed at the time of booking with deposit.
2. Time of Wedding and Reception.
3. Approximate number of guest.
4. Deposit of \$2000.00. (see note*)

Information two weeks prior to reception

1. Close approximate number of guests.
2. Menu selection, two items only.
3. Cake selection.
4. Time of reception and band information.

Final instructions two days prior to reception

1. Floor plan with number of guest at each table.
2. Introduction list.
3. Alphabetical guest list or place cards in alphabetical order

General Instructions

Guests observed serving alcoholic beverages to minors would be refused service at the bar. Under the following conditions, The Barclay will allow a wedding ceremony to be held on the premises. The ceremony must be held in the same room as the reception. Guest will be seated in their assigned seats. No alterations on the floor will be permitted. The Barclay is not available for rehearsals. The Barclay must supply the Wedding cake and all food items. Minors observed drinking would be asked to leave. Credits for minors and children will only be made if the minimum guarantee is satisfied.

*Note: A \$2000.00 deposit is required to reserve the date. If the date is cancelled, a \$500.00 refund of deposit will be made only if The Barclay has an alternative affair on that date. Refunds made after date of cancelled affair, with No Exceptions. To qualify for minor and children discounts, the minimum number of adult guest must meet minimum of the room.

Payment to be made the day before affair.

(Sorry, we do not accept credit cards)

A change of date requires additional deposit.

7% sales tax and 18% service charge not included.