

2026 Gurney's Wedding Planning Guide & Instructions

What to Expect, What We Need, and How to Prepare for Your Wedding Day

Wedding Venue Planning and Day of Contact: Kiara.Boschetti@gurneysresorts.com

(Please direct all wedding communications to this email to ensure nothing gets lost)

Food & Beverage

TASTING SELECTIONS

Our chef requires four weeks' notice to schedule your tasting and ensure all items are available. Please submit your selections, number of guests attending, and each guest's role upon scheduling.

Please submit the following selections from the **Wedding Package (page 10)**:

Tasting Items to Choose

- **2 Appetizers** (*you will select 1 for the wedding day*)
- **4 Entrées** (*you will select 2 for the wedding day-additional entrées incur a per-person charge*)
- **2 Starches** (*you will select 1 per entrée*)
- **2 Vegetables** (*you will select 1 per entrée*)
- **1 Vegetarian Entrée** (*Required and not replaceable: this will not appear on your printed menus but will be available for any guest with dietary restrictions*)
- **1 Dessert** (*Dessert is optional and not replaceable; must be selected from the wedding package offerings only*)

Tasting Attendance

- Tastings include **up to 4 guests complimentary**.
- Additional guests are **\$120.00 per person**.
- Maximum of **6 total attendees**, including children.

Wedding Menu Wording Sample

Starter

Heart Of Romaine Caesar
House Made Caesar Dressing, Gran Padano, Garlic Crouton, Meyer Lemon

Entree

Pan Seared Filet Mignon
Cabernet Jus, Fried Garlic "Chimichurri" Served With
Herb Roasted Fingerling Potato & Grilled Broccolini

Or

Pan Seared Alaskan Halibut
Meyer Lemon Emulsion, Radish Sprout Served With
Herb Roasted Fingerling Potato & Grilled Broccolini

(vegetarian option available upon request)

Dessert

Blood Orange Crème Brûlée

Almond Brittle, Blackberries

Please refer to the wedding menu package copies for the correct food-choice spelling

BANQUET MENUS

Our banquet menus (attached, pages 11–13) include:

- Cocktail Hour Additions
- Platters
- After-party food options

Your **2026 Wedding Package** includes:

- 6 canapés (*3 hot | 3 cold*)
- Crudité & Cheese Station

Please have your canapé selections ready by tasting day.

Only **reception food** is sampled during the tasting.

KIDS' MEALS (Ages 4-12) (*Reception*)

Options:

- Pasta with butter
- Chicken fingers & fries

AFTER-PARTY FOOD OPTIONS

It is recommended to finalize your after-party guest count before placing your order.

If the guest count is not collected, we recommend ordering for at least half of your total wedding guest count, or more, to ensure sufficient food.

All after-party food is prepped based on the guest count provided and will not be replenished, as our kitchen will be closed after the reception.

TACO STATION (self-serve)

\$34 per person (a minimum of half of your wedding guest count is required).

Choice of 2: Carne Asada | California Shrimp | Adobo Chicken | Roasted Vegetables

Includes: Warm Corn and Flour Tortillas | Guacamole | Pico De Gallo | Chopped Sweet Onion | Cilantro | Salsa Roja | Salsa Verde | Pickled Jalapeno

SAVORY SNACK CHAFERS (each serve ~10 guests):

\$85 per chafer / 3-chafer minimum – per item

Available options:

- Chicken Tenders
- Flatbreads (*Wild Mushroom / Tomato & Mozzarella / Spicy Chorizo*)
- French Fries
- Sliders
- Grilled Cheese

Additional selections are available in the banquet menus.
(Our **Taco Station** is one of our most popular options!)

DIETARY RESTRICTIONS & FOOD ORDERS

To ensure we can accommodate all guests, please provide **all dietary restrictions and allergies** using the following format:

- **Guest Name**
- **Table Number**
- **Dietary Restriction / Allergy**
- Indicate **exact seating locations on the floorplan** so we know where each guest will be seated.

This ensures the kitchen and service staff can accurately deliver meals and accommodate all guests.

Total Number of Vegetarian/Vegan meals needed

Food Ordering Policy

- Food orders are **taken at the beginning of the reception**.
- It is essential that all guests are seated upon arrival to the reception space so they can submit their orders, ensuring the kitchen has enough time to prepare. Please have the DJ or band make an announcement to this effect.

SIGNATURE COCKTAILS

Two signature cocktails are included in your bar package. They will be passed at the start of your cocktail hour and featured at your bars during the cocktail hour and reception.

Please submit your selections for approval.

Signature Cocktail Examples

- Margarita (*Classic or Spicy*)
- Aperol Spritz
- Paloma
- Espresso Martini
- Old Fashioned
- Mojito

- Moscow Mule
- Vodka Soda with Fresh Lime
- Gin & Tonic with Cucumber

All specialty cocktails are subject to approval by our mixologist. Please note that due to liability, we are a no-shot property and do not carry shot glasses.

DUE DATES & REQUIREMENTS

Due upon receipt this form:

Please provide:

- A photo of the couple
- Photos of both sets of parents/ step-parents
- Photos of any immediate siblings
- First and last names for each person in the photos
- Clearly labeled names identifying each individual in every photo
- Once the floorplan is complete, please indicate where both sets of parents will be seated.

This helps our team recognize and support your VIP family members on the wedding day.

Due 4 weeks prior to the wedding day

INFORMATION REQUIRED (DUE ONE MONTH BEFORE WEDDING)

Event & Planning Details

- **Final Wedding Timeline**
- **Vendor List** (names, contact info, load-in/load-out times)
- **COI** (REQUIRED for all vendors- please collect all and submit it in **ONE** email) (see sample below)
- **Amount of Vendor Meals** (\$65 each- chef's choice (starch, vegetable, protein))
- **Transportation** Information (see below)
- **Welcome Bag** Information (see below)

- **Rentals List** / Vendor Providing / Additional Items: Please note that all items must be managed by the appropriate vendor, planner, or the client.
- Vendor **delivery & pickup schedule**
- Reception **Floor Plan**
- Additional tables/items needed for cocktail hour or reception
- **Final Guest Count:** Please provide the most accurate number to ensure proper staffing and food orders.
- **Bride & Groom Getting Ready Room Food Orders / Guest Count For Each/ Ready Room Forms** (*menus and forms attached*)
- **Full Dietary Restrictions List**

BEO Requirements

- Signed BEOs due **1 month prior** (*Failure to sign and submit BEOs on time may result in delays with food orders and staffing, and could negatively impact your event*)
- Only **one BEO Revision** is allowed after signing (*guest count only/ small additional set up needs*)
- Food changes/cancellations are **not permitted** one month prior to event.
- Additions are possible but are not guaranteed if too close to event date

Please Note: Multiple BEO (Banquet Event Order) revisions will not be accepted within one month of the event. If you are working with a planner, kindly ensure they are fully aware of our guidelines and your signed wedding contract.

Last-minute revisions can cause delays, interfere with orders, staffing, and the meetings we hold with our team to ensure your event runs smoothly.

SHIPPING & TRANSPORTATION & WELCOME BAG INFORMATION

Transportation Services (*if applicable*)

Shuttle Schedule: Please provide the planned shuttle times

Guest Count: Provide the estimated number of guests using the shuttle and those expected to drive, based on your outside hotel room blocks.

This information ensures proper valet scheduling and smooth traffic flow.

In-Room Delivery Fees

- \$5.00 per welcome bag drop
- \$5.00 per in-room delivery
- \$2.50 per envelope delivery

Please include: (*one month prior*)

- Total number of bags
- Delivery list (*guest names & room numbers*) (*rooming list*)

Rooming List Contact:

Cindy Babyak – cindy.babyak@gurneysresorts.com

Shipping Items to Gurney's

- First **4 boxes complimentary**
- Additional boxes: **\$25 each**
- Items must arrive **48 hours before first guest arrival**

Shipping Hours:

- Mon–Fri: 8am–4pm
- Sat: 8am–12pm
- Sun: Closed (*no packages accepted*)

Deliveries outside these hours will be refused.

WHAT'S INCLUDED IN YOUR HOTEL PACKAGE

BRIDAL SUITE

For bridal parties over 8-10 people, we recommend booking:

- Cottages
- Longitude/Latitude Rooms (*if available*)
- The Dune Lounge (*if available*)

Hospitality

- Passed sparkling water & champagne upon guest arrival

Ceremony

- White folding chairs
- (2) Speakers | (1) microphone + stand

Outside musicians must bring their own sound system.

Photographers and musicians cannot connect any equipment to our speakers, as this can cause the sound to cut in and out during ceremony. If connection attempts cause sound malfunction, Gurney's is not responsible for vendor actions.

Please ensure all vendors are properly informed of this policy in advance.

Cocktail Hour (see floorplan)

- Food & Beverage Tables + white linen
- (6) 24" High Boys + white linen
- (3) Lowboys + white linen & white folding chairs
- White bars (*2 max available*)

Reception

- 60" or 72" round tables
- White linens
- White napkins

- Glassware, China, Flatware (*Gurney's dinner plates cannot serve as chargers. If China is provided, it must be delivered to the kitchen before the event start time so chefs can properly sanitize and heat plates for service.*)
- Riser up to 8' x 24' x 9" = (4) 8x6 pieces
- Dance floor up to 20' x 24' (*The use of a dance floor is required on Spa Deck*)
- (2) Brown reception bars

IMPORTANT POLICIES- RENTALS

- Rental Deliveries before the scheduled event date will not be accepted
- All rentals must be picked up the same night. Items left behind will incur storage/staff fees and be charged to the client.
- Gurney's is not responsible for services provided by outside vendors

SAMPLE DAY-OF TIMELINE

8:00 AM Bridal Suite Opens

5:00 PM Guest Arrival / Hospitality

5:30 PM Ceremony

6:00 PM Cocktail Hour

7:00 PM Reception Begins

– Champagne served

– Entrée orders taken (*guests must be seated*)

7:20–7:30 PM Salad & Bread Service (*please allow one hour for serving, clearing, plating*)

8:20–8:30 PM Main Course

9:00 PM Dessert / Cake Cutting

11:00 PM After Party

12:00–1:00 AM Event Concludes

VENDOR COI SAMPLE

All vendor COI's must be submitted in one email along with vendor list (due one month prior to event)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/15/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Broker Name & Address		CONTACT NAME: PHONE (A/C. No. Ext): E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Company Name		NAIC #	
INSURED NAMED INSURED ADDRESS				INSURER B: " " "			
				INSURER C: " " "			
				INSURER D: " " "			
				INSURER E: " " "			
				INSURER F: " " "			

COVERAGES		CERTIFICATE NUMBER: 24-25		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability	Y	Y	XXXXXXXXXX	/2024	/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	GEN'L/AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	XXXXXXXXXX	/2024	/2025	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	Y	Y	XXXXXXXXXXXX	/2024	/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
	If yes, describe under DESCRIPTION OF OPERATIONS below						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	Y	XXXXXXXXXX	/2024	/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000						
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A	LIQUOR LEGAL LIABILITY (if required)			XXXXXXXXXX	/2024	/2025	\$1,000,000
	LIQUOR LEGAL LIABILITY (if required)						
	LIQUOR LEGAL LIABILITY (if required)						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event - Dan's White Party, August 27, 2024 ADD EVENT NAME & DATE

Dan's Hamptons LLC, Gurney's Inn Resort & Spa Ltd. are included as Additional Insureds.

Insureds coverage is Primary and Non-contributory as required by written contract. Waiver of Subrogation included.

CERTIFICATE HOLDER		CANCELLATION	
Gurney's Inn Resort & Spa Ltd. 290 Old Montauk Hwy. Montauk NY 11954		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
		AUTHORIZED REPRESENTATIVE	

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2026 INVENTORY LIST

Description	Size	Inventory
Tables & Chairs		
24" Round	Hi Top (pole height 42")	9
36" Round	Low Top (pole height 30")	6
48" Round	Low Top (pole height 30")	2
60" Round	30" Standard	16
72" Round	30" Standard	15
4ft Long Table	30" Standard	2
6 ft Long Table	30" Standard	11
8ft Long Table	30" Standard	18
Banquet Chairs (Brown)	Meeting Chairs	300
White Folding	White Resin	300
Rolling Bar (Mandatory: Two bartenders per bar)	Wooden	2
Folding Bar (1-2 bartenders per bar)	White	2
White Board		4
Easel (Gold)	Weddings	2
Bridal Suite Items Available		
Mirror	Large	2
Mirror	Small	2
Makeup Stool	Bridal Room	4
Bar Stool (Foldable)	Makeup	1
Clothing Rack		1
Garment Steamer		1
Bridal Garment Rack (For Dress)		1
Audio Visual		
Speaker	Black	2
Microphone	Wireless	1
Microphone	Wired	2
Microphone Stand	Black	1
Miscellaneous Items		
Platform (Riser 9" high) (8x24 max size)	6x8	4
Dance floor	20x24	1