EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT DATE/ TIME:

PHONE:

EMAIL:

GUEST COUNT:

⬜ Ceremony & Reception ⬜ Reception Only ⬜ Custom

**QUANTITY DESCRIPTION PRICE**

|  |  |  |
| --- | --- | --- |
| ☑ | **Venue Includes:** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | 5 Hour Use of Venue | Included |
|  | Choice of Table: 60” Banquet Rounds/ Rectangle  (Up to 150 guests) | Included |
|  | Seating: Chivari Chairs  (Up to 150 guests) | Included |
|  | Room Set-Up | Inccluded |
|  | Door Attendant | Included |
|  | Event Management Staff  On-Site  Does not replace wedding coordinator | Included |
|  | **Required Additions:** |  |
| ☑ | Cleaning Fee | **$250.00** |

|  |  |  |
| --- | --- | --- |
| ⬜️ | **Ceremony: 1 Hr.**  Ceremony set-up includes ONLY chair set-up: *No decorating included*  Use of Mezzanine: Cocktail Hour  (Up to 125 guests) | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |
| --- | --- | --- |
|  | **Upgrades & Additions:** |  |
| ⬜️ | Additional Hours:  $400.00 ea. | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Service Staff: $175.00 ea. | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Additional Chair & Table Rental Fee – Over 150 Guests: $5.00pp | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Bridal Suite Rental:  $250.00 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Approved Outside Catering Fee: $350.00  (Must attach license & insurance) | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Drink Station: $1.95 pp  (Choice of 3: Lemonade, Tea, Punch & Infused Water) | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Coffee Station: $1.95 pp  (Regular & Decaf) | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Bartender: $175.00 ea.  (Does not include alcohol) | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Décor Store: $500.00 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Premium Parking 75+ Cars:  $250.00 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |

*\*In-House Day of Coordinator is required for all wedding events\**

SUBTOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_

PAID: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL DUE: $\_\_\_\_\_\_\_\_\_\_\_\_**

*Notes*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Approval Date