

Client Name: _____

Date of Event: _____

Addison Event Center, Inc.

Budget Worksheet

The purpose of this budget worksheet is to clearly define all costs associated with your event.

Food Service:			
Guest Count	X		Menu Choice: _____ = _____
Guest Count	X		Additional Menu Choice: _____ = _____
Guest Count	X		Additional Menu Choice: _____ = _____
Event without Bar:			
Guest Count	X	\$2.50	Coffee, tea, softdrinks = _____
Event with Bar:			
Guest Count	X	\$1.50	Coffee, tea, softdrinks = _____
		Kegs	X \$100.00 = _____
		Cases of Wine	X \$100.00 = _____
		Bottles of Liquor	X \$50.00 = _____
Set-up fees are \$100.00 per keg/case of wine* and \$50.00 per bottle of liquor* provided by the client. This fee includes TABC bartenders, glassware, ice, storage, handling and normal breakage. * Wine & liquor prices are for 750ml bottles.			

<u>Décor Options</u>			
Overlays	x	\$5.00	= _____
90" Tablecloths	x	\$10.00	= _____
Chair Sashes	x	\$2.00	= _____
Chair Cover & Sash	x	\$3.50	= _____
Centerpieces	x	\$10.00	= _____

Total			_____

Subtotal	
Tax 8.25%	
Service Charge 19%	
Food and Beverage Total	
Room Rental	
Chapel	
Décor	
Security Deposit	\$500.00
Miscellaneous	
Event Total	

Client's Signature

Date

Representative of the Addison Event Center

Date

Event Total _____

Payments _____

Balance _____