

Client Name: _____

Date of Event: _____

Addison Event Center, Inc.

Outside Catering Budget Worksheet

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

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	= _____
90" Tablecloths	x	\$10	= _____
Chair Sashes	x	\$2	= _____
Chair Cover & Sash	x	\$3.50	= _____
Centerpieces	x	\$10	= _____
<hr/>			
<hr/>			
<u>Total</u>			

<u>Event Staff</u>			
Coordinator	hrs	x \$20	= _____
Waitstaff	hrs	x \$15	= _____
Dishwasher	hrs	x \$15	= _____

Subtotal	_____
Tax 8.25%	_____
Beverage Total	_____
Room Rental	_____
Chapel	_____
Linens	\$200.00
Flatware, glassware, dinnerware	\$600.00
Event Staff	_____
Additional Décor	_____
Miscellaneous	_____
Miscellaneous	_____
Security Deposit	\$500.00
Event Total	_____

Event Total	_____
Payments	_____
Balance	_____

Client's Signature

Date

Representative of the Addison Event Center

Date