

RECEPTION SITE WORKSHEET

	<i>Estimate #1</i>	<i>Estimate #2</i>
	Name _____ _____	Name _____ _____
	Phone _____	Phone _____
	<i>Description</i>	<i>Description</i>
	<i>Cost</i>	<i>Cost</i>
ROOM/HALL Date Available Time Occupancy Fee		
EQUIPMENT Tables Chairs Linens		
FOOD Hors d'oeuvres Buffet Sit-down Wedding Cake		
BEVERAGES Open Bar Champagne/Wine Non-alcoholic		
NUMBER OF SERVERS Waiters Bartenders Valet Attendants Tips		
MISCELLANEOUS		
TOTAL		
GRATUITIES INCLUDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
SALES TAX INCLUDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NUMBER OF HOURS		
OVERTIME COST Per Hour		
CANCELLATION Policy Fee		
DEPOSIT REQUIRED Amount Date Required		