

Reception Worksheet

HALL/ROOM Date Available Time Occupancy Fee		
FOOD Hors d'oeuvres Buffet Sit-down Wedding Cake		
EQUIPMENT Tables Chairs Chair Covers Linens		
BEVERAGES Open Bar Wine/Champagne Non-alcoholic		
SERVERS Waiters Bartenders Valet Attendants		
TOTAL		
GRATUITIES INCLUDED		
SALES TAX INCLUDED		
NUMBER OF HOURS		
OVERTIME COST		
CANCELLATION Policy Fee		
DEPOSIT REQUIRED		
	Estimate #1 Name _____ Phone _____ Notes _____ _____ _____	Estimate #2 Name _____ Phone _____ Notes _____ _____ _____