PROPOSAL FOR 75-125 GUESTS - BUFFET TODAY’S DATE: 2/10/22  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GOLD PACKAGE *(Full-Service with Food)***

***Our “Gold Package” includes the use of our Event Space Hall:*** The Grand Ballroom, Small Ballroom, Outdoor Patio, as well as 1 Private Suite with Full Bath

***Equipment included are:*** Gold Chivari Chairs, White Patio Chairs, Round Guest Tables, Banquet Table and Cake Table

We will also provide you linens, napkins, china, silverware, glassware, acrylic charger, and all serving equipment for food

***Staff includes:*** Venue Supervisor, Banquet Captain, Banquet Servers, Bartenders, and Food Runners. Set-Up and Breakdown completed by Staff

***Non-alcoholic Beverage Package is also included:***

Coke, Diet Coke, Ginger Ale, Sprite, Orange Soda, and Water. Lemons and Limes. Ice. Hot Coffee and Tea Station.

***American Dinner Menu will include:***

3 appetizers (stationed or passed), 2 Main Entrees, 3 Side Dishes, Salad with 1 Dressing, Bread and Butter

***Hours of Package:***

2 hour set up + 5 hour event time + 2 hour clean up

Complimentary Cake Cutting and Champagne Pouring

**SUMMARY OF ESTIMATED COSTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUFFET** | **75 Guests (Sun/Fri)** | **100 Guests** | **125 Guests** |
| Per Person Rate | $145/pp = $10,875 | $140/pp = $14,000 | $137.50/pp = $17,187.50 |
| 25% Service Charge | $2,718.75 | $3,500 | $4,296.88 |
| 6% Tax | $652.50 | $840 | $1,031.25 |
| Damage Deposit | $1000 (refundable) | $1000 (refundable) | $1000 (refundable) |
| Cleaning Fee | $600 | $600 | $600 |
| Venue Supervisor | $750 | $750 | $750 |
| **TOTAL** | **$16,596.25** | **$20,690** | **$24,865.63** |

**EXTRAS**

|  |  |
| --- | --- |
| On-Site Ceremony Fee (Includes 1 Extra Hour) | $1000 |
| In-House Month/Day-of-Coordination Package | $2500 |
| Each Additional Event Hour | $2000 |
| Each Additional Suite and/or Vendor Hour | $500 |

\*\* Venue Price is included in the per person rate when booking this package. \*\*

**SILVER PACKAGE *(Full-Service without Food)***

***Our “Silver Package” includes the use of our Event Space Hall:*** The Grand Ballroom, Small Ballroom, Outdoor Patio, as well as 1 Private Suite with Full Bath

***Equipment included are:*** Gold Chivari Chairs, White Patio Chairs, Round Guest Tables, Banquet Tables, Cake Table, and Dance Floor Area

We will also provide you linens, napkins, china, silverware, glassware, acrylic charger, and all serving equipment for food

***Staff includes:*** Venue Supervisor, Banquet Captain, Banquet Servers and Bartenders. Set-Up and Breakdown Included by Staff.

***Non-alcoholic Beverage Package is also included:***

Coke, Diet Coke, Ginger Ale, Sprite, Orange Soda, and Water. Lemons and Limes. Ice. Hot Coffee and Tea Station.

***Hours of Package:***

2 hour set up + 5 hour event time + 2 hour clean up

Complimentary Cake Cutting and Champagne Pouring

*Food is not Included in this package. You bring in your own Food. Caterer must provide license and insurance and must service the food out of the kitchen. We will support the caterer by providing serving equipment for buffet or plated dinners. Outside Caterer must provide sternos, food labels, formally dressed food runners and possibly additional serving equipment.*

**SUMMARY OF ESTIMATED COSTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUFFET** | **75 Guests (Sun/Fri)** | **100 Guests** | **125 Guests** |
| Per Person Rate | $125/pp = $9,375 | $120/pp = $12,000 | $117.50/pp = $14,687.50 |
| 25% Service Charge | $2,343.75 | $3,000 | $3,671.88 |
| 6% Tax | $562.50 | $720 | $881.25 |
| Damage Deposit | $1000 (refundable) | $1000 (refundable) | $1000 (refundable) |
| Cleaning Fee | $600 | $600 | $600 |
| Outside Catering Fee | $750 | $750 | $750 |
| Venue Supervisor | $750 | $750 | $750 |
| **TOTAL** | **$15,381.25** | **$18,820** | **$22,340.63** |

**EXTRAS**

|  |  |
| --- | --- |
| On-Site Ceremony Fee (Includes 1 Extra Hour) | $1000 |
| In-House Month/Day-of-Coordination Package | $2500 |
| Each Additional Event Hour | $2000 |
| Each Additional Suite and/or Vendor Hour | $500 |

\*\* Venue Price is included in the per person rate when booking this package. \*\*