

Reception Site Worksheet

Venue Selections	Estimate 1		Estimate 2		
	Name		Name		
	Phone		Phone		
	Gratuities included:	Yes No	Gratuities included:	Yes No	
	Sales Tax Included:	Yes No	Sales Tax Included:	Yes No	
	Number of Hours:		Number of Hours:		
	Overtime Cost:		Overtime Cost:		
	Cancellation Policy:		Cancellation Policy:		
	Deposit Required:		Deposit Required:		
Description		Cost	Description		Cost
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				
Beer				
Non-alcoholic Options				
Service				
Waiters				
Bartenders				
Valet				
Decorations				
Flowers				
Candles				
Lighting				
Miscellaneous				
TOTAL				