

**EVENT TIMELINE**

| <u>Date</u> | <u>Time</u> | <u>Function</u>       |
|-------------|-------------|-----------------------|
| 1/21/2023   | 4:00P-4:30P | Guests arrive         |
| 1/21/2023   | 4:30P-4:55P | Wedding Ceremony      |
| 1/21/2023   | 4:55P-5:00P | Move to Cocktail Hour |
| 1/21/2023   | 5:00P-6:00P | Cocktail Hour         |
| 1/21/2023   | 6:00P-7:00P | Dinner to begin       |
| 1/21/2023   | 8:00P-9:00P | Desserts are served   |
| 1/21/2023   | 9:00P       | Event ends            |

**VENUE RENTAL**

| <u>Date</u>         | <u>Time</u>         | <u>Room</u>  | <u>Usage</u> | <u>Price</u> | <u>Total</u>      |
|---------------------|---------------------|--------------|--------------|--------------|-------------------|
| 1/21/2023           | All Day             | Terrace 1    | Event        | \$1,000.00   | \$1,000.00        |
| 1/21/2023           | 01:00 PM - 11:00 PM | Ballroom A+B | Event        | \$5,000.00   | \$5,000.00        |
| <b>Subtotal</b>     |                     |              |              |              | \$6,000.00        |
| <b>Rental Total</b> |                     |              |              |              | <b>\$6,000.00</b> |

**ITEM CHARGES**
**AV**

| <u>Time</u>                                        | <u>Item/Title</u> | <u>Qty/Price</u>       | <u>Subtotal</u> | <u>Total</u>      |
|----------------------------------------------------|-------------------|------------------------|-----------------|-------------------|
| <b>PACKAGE: 4:30P - 4:55P DJ Package Includes:</b> |                   | <b>Attendance: 50</b>  |                 | <b>\$4,800.00</b> |
|                                                    | DJ                |                        |                 |                   |
|                                                    | Microphone        |                        |                 |                   |
|                                                    | Mixer             |                        |                 |                   |
|                                                    | Power             | 1 Each @ \$300.00/Each | \$300.00        | \$300.00          |
| <b>Subtotal</b>                                    |                   |                        |                 | \$5,100.00        |
| <b>AV Total:</b>                                   |                   |                        |                 | <b>\$5,100.00</b> |

**Security Services**

| <u>Time</u>                     | <u>Item/Title</u> | <u>Qty/Price</u>                 | <u>Subtotal</u> | <u>Total</u>    |
|---------------------------------|-------------------|----------------------------------|-----------------|-----------------|
|                                 | Police-Sergeants  | 1 Each * 4 Hours @ \$100.00/Hour | \$400.00        | \$400.00        |
| <b>Subtotal</b>                 |                   |                                  |                 | \$400.00        |
| <b>Security Services Total:</b> |                   |                                  |                 | <b>\$400.00</b> |

**Production**

| <u>Time</u>              | <u>Item/Title</u> | <u>Qty/Price</u>       | <u>Subtotal</u> | <u>Total</u>    |
|--------------------------|-------------------|------------------------|-----------------|-----------------|
|                          | Risers            | 6 Each @ \$100.00/Each | \$600.00        | \$600.00        |
| <b>Subtotal</b>          |                   |                        |                 | \$600.00        |
| <b>Production Total:</b> |                   |                        |                 | <b>\$600.00</b> |

**Food Services**

| <u>Time</u>   | <u>Item/Title</u>                                                                           | <u>Qty/Price</u>           | <u>Subtotal</u> | <u>Total</u> |
|---------------|---------------------------------------------------------------------------------------------|----------------------------|-----------------|--------------|
|               | Champagne                                                                                   | 20 Each @ \$40.00/Each     | \$800.00        | \$800.00     |
| 5:45P - 7:30P | Assorted dinner rolls                                                                       | 50 Person @ \$4.00/Person  | \$200.00        | \$200.00     |
| 5:45P - 7:30P | Garden Salad                                                                                | 50 Person @ \$5.00/Person  | \$250.00        | \$250.00     |
|               | <i>Fresh selection of greens with cucumber, tomatoes, feta cheese and balsamic dressing</i> |                            |                 |              |
| 5:45P - 7:30P | Wine                                                                                        | 42 Person @ \$30.00/Person | \$1,260.00      | \$1,260.00   |
| 6:00P - 7:30P | Hericot Verts                                                                               | 50 Person @ \$4.00/Person  | \$200.00        | \$200.00     |

| Food Services |                                                      |                            |                             |                    |
|---------------|------------------------------------------------------|----------------------------|-----------------------------|--------------------|
| 6:00P - 7:30P | Roast Beef Carving Station                           | 50 Person @ \$15.00/Person | \$750.00                    | \$750.00           |
|               | <i>Includes horseradish and stone ground mustard</i> |                            |                             |                    |
| 6:00P - 7:30P | Whipped Red Potatoes                                 | 50 Person @ \$8.00/Person  | \$400.00                    | \$400.00           |
| 7:45P - 9:00P | Wedding Cake                                         | 1 Each @ \$160.00/Each     | \$160.00                    | \$160.00           |
|               |                                                      |                            | <b>Subtotal</b>             | <b>\$4,020.00</b>  |
|               |                                                      |                            | <b>Food Services Total:</b> | <b>\$4,020.00</b>  |
|               |                                                      |                            | <b>Item Charges Total</b>   | <b>\$10,120.00</b> |

| EVENT SUMMARY |  |  |                       |                    |
|---------------|--|--|-----------------------|--------------------|
|               |  |  | <b>Event Charges</b>  | <b>\$16,120.00</b> |
|               |  |  | <b>Subtotal</b>       | <b>\$16,120.00</b> |
|               |  |  | <b>ESTIMATE TOTAL</b> | <b>\$16,120.00</b> |

| AVAILABLE PAYMENTS |           |                 |                    |
|--------------------|-----------|-----------------|--------------------|
| Date Received      | Reference | Note            | Unallocated Amount |
| 10/17/2022         | 123456    | deposit payment | \$518.00           |

| AVAILABLE CREDITS |                                                          |  |                    |
|-------------------|----------------------------------------------------------|--|--------------------|
| Date Received     | Note                                                     |  | Unallocated Amount |
| 10/6/2022         | Credit on file                                           |  | \$100.00           |
| 10/17/2022        | Credit from overpayment to be used on subsequent deposit |  | \$518.00           |