

CATERING & BEVERAGE BUDGET

Date: _____

EVENT NAME
GUEST COUNT
VENUE

| Description | Qty / Rate | Estimated | Actual | Variance |
|--|------------|-----------|--------|----------|
| I. FOOD & SERVICE | | | | |
| Appetizers / Hors d'oeuvres | | \$0.00 | \$0.00 | \$0.00 |
| Main Course (Plated/Buffer) | | \$0.00 | \$0.00 | \$0.00 |
| Dessert Station & Coffee | | \$0.00 | \$0.00 | \$0.00 |
| Late Night Snacks | | \$0.00 | \$0.00 | \$0.00 |
| II. BEVERAGES & BAR | | | | |
| Alcoholic Selection (Wine/Beer/Spirits) | | \$0.00 | \$0.00 | \$0.00 |
| Non-Alcoholic (Soft Drinks/Juice/Water) | | \$0.00 | \$0.00 | \$0.00 |

| Description | Qty / Rate | Estimated | Actual | Variance |
|--------------------------|-----------------------|------------------|---------------|-----------------|
| Corkage Fees / Bar Setup | | \$0.00 | \$0.00 | \$0.00 |

III. PERSONNEL & EQUIPMENT

| | | | | |
|--------------------------------------|--|--------|--------|--------|
| Service Staff / Bartenders | | \$0.00 | \$0.00 | \$0.00 |
| Rental (Linens, China, Glassware) | | \$0.00 | \$0.00 | \$0.00 |
| Service Charge / Gratuity | | \$0.00 | \$0.00 | \$0.00 |
| Delivery & Cleanup Fees | | \$0.00 | \$0.00 | \$0.00 |

Subtotal \$0.00
Tax (%) \$0.00
GRAND TOTAL \$0.00

Notes: Please include all dietary restriction surcharges and seasonal price adjustments in the actual column.