

BUDGET FORM



EVENT: \_\_\_\_\_

LOCATION: 3840 Lemon St., Riverside Ca 92501

EVENT DATE/ TIME:

PHONE:

EMAIL:

GUEST COUNT:

Ceremony & Reception     Reception Only     Custom

QUANTITY	DESCRIPTION	PRICE
<input checked="" type="checkbox"/>	<b>Venue Includes:</b>	\$ _____
	5 Hour Use of Citrus Ballroom	Included
	Choice of Table: 60" Banquet Rounds/ Rectangle (Up to 150 guests)	Included
	Seating (For Up to 150 guests)	Included
	Reception Room Set Up	Included
	Door Attendant	Included
	Use of Baby Grand Piano	Included
	Event Management Staff On-Site Does not replace wedding coordinator	Included
	<b>Required Additions:</b>	
<input checked="" type="checkbox"/>	Cleaning Fee	<b>\$250.00</b>

Ceremony & Non-Ceremony		
<input type="checkbox"/>	<i>Ceremony: 1 Hr.</i> Ceremony set-up includes ONLY chair set-up: <i>No decorating included</i> Use of Mezzanine: Cocktail Hour (Up to 125 guests)	<b>\$1,500.00</b>
<input type="checkbox"/>	<i>Non- Ceremony:</i> A La Carte Mezzanine Rental	<b>\$500.00</b>

Upgrades & Additions:		
<input type="checkbox"/>	Additional Guests over 150: \$10.00 pp	\$ _____
<input type="checkbox"/>	Additional Hours: \$500.00 ea.	\$ _____
<input type="checkbox"/>	Parking Attendant: \$250.00	\$ _____

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<input type="checkbox"/>	Groom's Room Rental: \$500.00	\$ _____
<input type="checkbox"/>	Bridal Suite Rental: \$500.00	\$ _____
<input type="checkbox"/>	Drink Station: (Choice of 3: Lemonade, Tea, Punch & Water)	<b>0-100 Guests • 100-200 Guests</b> \$ _____
<input type="checkbox"/>	Water Station Only: \$100.00	\$ _____
<input type="checkbox"/>	Coffee Station: (Choice of Regular & Decaf)	<b>0-100 Guests • 100-200 Guests</b> \$ _____
<input type="checkbox"/>	Servers/ Bussers: \$200.00 ea.	\$ _____
<input type="checkbox"/>	Bartender: \$250.00 ea.	\$ _____
<input type="checkbox"/>	Bar Package: (A \$1500 minimum bar is required: CC will be needed to place on file in case of amount under \$1500. The venue will charge the shortage amount at end of event.)	\$ _____
<input type="checkbox"/>	Cash Bar: Bar License Fee OR BYOB: Tip Fee	\$ _____
<input type="checkbox"/>	Approved Outside Catering Fee: \$500.00 (Must attach license & insurance)	\$ _____
<input type="checkbox"/>	ProVenue Vendor List: \$350.00 (Must attach license & insurance)	\$ _____
<input type="checkbox"/>	Décor Store: \$500.00	\$ _____

*\*In-House Day of Coordinator is required for all wedding events\**  
**(Ceremony Fee 150 Guests: \$150.00 • Reception Fee 150 Guests: \$995.00)**

SUBTOTAL: \$ \_\_\_\_\_

PAID: \$ \_\_\_\_\_

**TOTAL DUE: \$ \_\_\_\_\_**

Notes:

\_\_\_\_\_  
Signature of Approval

\_\_\_\_\_  
Date