

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"/>	Venue Includes:	\$ _____
	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
	Required Additions:	
<input checked="" type="checkbox"/>	Cleaning Fee	\$250.00

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)	\$1,500.00
<input type="checkbox"/>	<i>Non- Ceremony:</i> A La Carte Mezzanine Rental	\$500.00

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

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<input type="checkbox"/>	Parking Attendant: \$250.00	\$ _____
<input type="checkbox"/>	Groom's Room Rental: \$500.00	\$ _____
<input type="checkbox"/>	Bridal Suite Rental: \$500.00	\$ _____
<input type="checkbox"/>	Drink Station: \$2.00 pp (Choice of 3: Lemonade, Tea, Punch & Water)	\$ _____
<input type="checkbox"/>	Water Station Only: \$100.00	\$ _____
<input type="checkbox"/>	Coffee Station: \$2.00 pp (Choice of Regular OR Decaf)	\$ _____
<input type="checkbox"/>	Venue Staff: \$200.00 ea.	\$ _____
<input type="checkbox"/>	Bartender: \$250.00 ea.	\$ _____
<input type="checkbox"/>	Bar Package: (See Bar Contract.)	Initial: _____
<input type="checkbox"/>	In House Catering: Fee N/A Caterer: _____ (No License & Insurance Necessary)	
<input type="checkbox"/>	ProVenue Vendor List: \$350.00 Caterer: _____ (Must attach license & insurance)	\$ _____
<input type="checkbox"/>	Approved Outside Catering Fee: \$500.00 Caterer: _____ (Must attach license & insurance)	\$ _____
<input type="checkbox"/>	Décor Store: \$500.00	\$ _____

In-House Day of Coordinator is required for all wedding events
(Ceremony Fee 125 Guests: \$150.00 • Reception Fee 150 Guests: \$995.00)

SUBTOTAL: \$ _____

PAID: \$ _____

TOTAL DUE: \$ _____

Notes:

Signature of Approval

Date