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

LOCATION: 3840 Lemon St., Riverside Ca 92501

EVENT DATE/ TIME:

PHONE:

EMAIL:

GUEST COUNT:

⬜ Ceremony & Reception ⬜ Reception Only ⬜️ Custom

**QUANTITY DESCRIPTION PRICE**

|  |  |  |
| --- | --- | --- |
| ☑ | **Venue Includes:** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | 5 Hour Use of Citrus Ballroom | Included |
|  | Choice of Table: 60” Banquet Rounds/ Rectangle  (Up to 150 guests) | Included |
|  | Seating: Chivari Chairs  (Up to 150 guests) | Included |
|  | Reception Room Set Up | Inccluded |
|  | Security | Included |
|  | Use of Baby Grand Piano | Included |
|  | Event Management Staff  On-Site  Does not replace wedding coordinator | Included |
|  | **Required Additions:** |  |
| ☑ | Cleaning Fee | **$250.00** |

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| --- | --- | --- |
| ☑️ | **Ceremony: 1 Hr.**  Ceremony set-up includes ONLY chair set-up: *No decorating included*  Use of Mezzanine: Cocktail Hour  (Up to 125 guests) | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |
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|  | **Upgrades & Additions:** |  |
| ⬜️ | Additional Hours:  $400.00 ea. | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Groom’s Room Rental: $250.00 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Bridal Suite Rental:  $250.00 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Drink Station: $1.95 pp | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Coffee Station: $1.00 pp | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Servers/ Bussers: $175.00 ea. | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Bartender: $175.00 ea. | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Approved Outside Catering Fee: $350.00  (Must attach license & insurance) | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ⬜️ | Décor Store: $500.00 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |

*\*In-House Day of Coordinator is required for all wedding events\**

SUBTOTAL:

PAID: -$0.00

**TOTAL DUE:**

*Notes:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Approval Date