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-SiteDoes not replace wedding coordinator | Included |
|  | **Required Additions:** |  |
| ☑ | Cleaning Fee | **$250.00** |

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

|  |  |  |
| --- | --- | --- |
|  | **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