

Home Gurr'own

Farm Caterers | Cranbrook, Kent



Sample Wedding Invoice 1

This is an actual estimate from one of our weddings in 2016. All names and confidential information have been removed.

Open, honest communication

Choosing a caterer for your event is not easy. One of the ways we try to help is by being as clear and transparent as possible with our catering prices.

If you have any questions about our costs please us know.

Nicci Gurr

Head Chef & Owner

www.homegurrown.co.uk



Secure your event with a £200
refundable deposit

Your Event Estimate

This is an estimate. Your final bill may go up or down depending on various changes that may be made before your event date

Event date	xx/xx/2016
Event venue	Private House
Total guests	100 day 100 eve

Customer	xxxxxxxxxx
Estimate date	xx/xx/2016
Deposit due	£200
Estimated total	£17,856.98

Summary of estimated costs	%	Sub Total	VAT	Total
Food and Drink	40%	5,949.00	1,189.80	7,138.80
Equipment	44%	6,515.28	1,303.06	7,818.34
Staff & Services	16%	2,416.53	483.31	2,899.84
Total	100%	14,880.81	2,976.17	17,856.98

Please see below for itemised costs

Payment Schedule		DUE/PAID	Date	Total
1st	Refundable Deposit (Returned after event)	PAID	18 March 2015	200.00
2nd	10% When menus are confirmed	PAID	xx/xx/2016	1,785.70
3rd	40% Six weeks before event date	PAID	xx/xx/2016	7,142.79
4th	Final payment one week before your event	PAID	xx/xx/2016	8,928.49

Itemised Costs

Food and Drink

Unit Costs

Quantity

Sub Total

VAT

Total

Food

2 course (approximate)	25.00	120	3,000.00	600.00	3,600.00
donut tower of Joy	1.50	100	150.00	30.00	180.00
canapés	8.50	120	1,020.00	204.00	1,224.00
crew food (DJ, photographer)	5.00	3	15.00	3.00	18.00
southern fried chicken and wedges	5.50	100	550.00	110.00	660.00
evening cheese board (Local cheeses)	5.50	80	440.00	88.00	528.00

Items in blue are suggestions and not included in the final total

Drink

tea and coffee	2.45	120	294.00	58.80	352.80
cosmopolitan (Non Alcoholic)	1.60	100	160.00	32.00	192.00
cosmopolitan (R&P supply Alcohol)	1.60	100	160.00	32.00	192.00
mojito (R&P supply alcohol)	1.60	100	160.00	32.00	192.00

Food & Drink Total

7,138.80

Notes

No corkage

This couple supplied their own drinks. We don't charge corkage. You are free to bring your own drinks at no extra charge. See our drinks page for more information

Hired Equipment	Unit Cost	Quantity	Sub total	VAT	Total
glasses	224.50	1	224.50	44.90	269.40
serving equipment	174.50	1	174.50	34.90	209.40
crockery	169.00	1	169.00	33.80	202.80
linen napkins (dark navy)	1.00	120	120.00	24.00	144.00
apples (apple, spray, spraying)	0.50	120	60.00	12.00	72.00
poseur table & 4 chairs	20.00	8	160.00	32.00	192.00
70 x 108 linen cloths, (cake, card, top tables)grey	9.00	6	54.00	10.80	64.80
linen cloths 6ft round table (grey)	12.00	12	144.00	28.80	172.80
40 x 90 framed marquee	958.50	1	958.50	191.70	1,150.20
3m x 2.3 max view window	9.00	10	90.00	18.00	108.00
40 x 90 ivory linings with borage swag	567.00	1	567.00	113.40	680.40
12m borage overlay	31.50	2	63.00	12.60	75.60
40 x 30 starlight ceiling	445.50	1	445.50	89.10	534.60
40 x 30 coconut matting	486.00	1	486.00	97.20	583.20
canopy entrance 3m x 3m	121.50	1	121.50	24.30	145.80
10 x 10 pleated ivory linings and borage swags	49.50	1	49.50	9.90	59.40
8 x 4 stage block	22.50	2	45.00	9.00	54.00
12 arm crystal effect chandelier	72.00	3	216.00	43.20	259.20
dimmer control	31.50	1	31.50	6.30	37.80
6ft round table	8.10	12	97.20	19.44	116.64
6ft x 3ft trestle tables	5.85	6	35.10	7.02	42.12
semi linen napkins (silver)	5.99	2	11.98	2.40	14.38
cheltenham chair - silver - navy pad	3.00	120	360.00	72.00	432.00
Luxury toilet trailer (2L, 1G + 2U)PF	550.00	1	550.00	110.00	660.00
hot plate and gantry	89.00	1	89.00	17.80	106.80
catering tent package	247.50	1	247.50	49.50	297.00
table plan	25.00	1	25.00	5.00	30.00
oven and gas	120.00	1	120.00	24.00	144.00
30 kva generator (pd)	575.00	1	575.00	115.00	690.00
refrigeration	225.00	1	225.00	45.00	270.00
festoon lighting (13m)	10.00				
chair cover	3.00				
menu printing cost per menu	0.60				

Equipment Total

7,818.34

Notes

For this couple the equipment costs included marquee and furniture hire.

Staff & Services	Unit Cost	Quantity	Sub total	VAT	Total
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Staff					
Front of House Manager	250.00	1	250.00	50.00	300.00
Waiting Staff (incl bar management)	12.00	120	1,440.00	288.00	1,728.00
Head Chef (Nicci)	No charge				
Second chef and prep staff	No charge				

Services					
Equipment Arrangement Fee (10%)	10%	1	651.53	130.31	781.84
Clear up and recycling charge	75.00	1	75.00	15.00	90.00
Event Consulting & Planning	No charge				

Staff & Services Total	2,899.84
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Notes

Front of house manager

We include a front of house manager to ensure your wedding runs to schedule and to your requirements. They're also onsite a few days before hand to ensure everything is set up correctly and help with table settings and planning. In total they'll work 20+ hours.

What is the arrangement fee for?

We charge a 10% arrangement fee if we organise equipment on your behalf. However we always give you the option of going direct to suppliers. In most cases there's no price difference in going direct because we receive a trade discount.

SAVE THE DATE

To secure your event date a £200 deposit is required

Your deposit is returned after your event minus any outstanding costs

Payment Methods

Bank

BACS Payment
HSBC - Home Gurr'own Ltd
Sort Code - xx-xx-xx
Account Number-xxxxxxx
Reference xxxxxxxxxx

Cheque

Cheque payable to
Home Gurr'own Ltd
Business Address
Starling Cottage, Golford Road,
Cranbrook, Kent, TN17 3NT