

# Home Gurr'own

Farm Caterers | Cranbrook, Kent



## Sample Wedding Invoice 2

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 catering costs please let me know.

*Nicci Gurr*

Head Chef & Owner



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	The Great Barn, Kent
Total guests	70 day 95 eve

Customer	xxxxxxxxx
Estimate date	xx/xx/2016
Deposit due	£200
Estimated total	£8,525.41

Summary of estimated costs	%	Sub Total	VAT	Total
Food & Drink	51%	3,653.50	730.70	4,384.20
Equipment	27%	1,914.55	382.91	2,297.46
Staff & Services	22%	1,536.46	307.29	1,843.75
<b>Total</b>	<b>100%</b>	<b>7,104.51</b>	<b>1,420.90</b>	<b>8,525.41</b>

Please see below for itemised costs

Payment Schedule		DUE/PAID	Date	Total
1st	Refundable Deposit (Returned after event)	PAID	11 April 2015	200.00
2nd	10% When menus are confirmed	PAID	xx/xx/2016	803.22
3rd	50% Six weeks before event date	PAID	xx/xx/2016	4,250.76
4th	Final payment due one week before event date	PAID	xx/xx/2016	3,540.86

## Itemised Costs

## Food &amp; Drink

Unit Costs

Quantity

Sub Total

VAT

Total

## Food

2 course (approximate )	25.00	70	1,750.00	350.00	2,100.00
canapés	8.50	70	595.00	119.00	714.00
evening cheese board (Local cheeses)	5.50	95	522.50	104.50	627.00
crew food (e.g. Photographers. Musicians)	5.00	4	20.00	4.00	24.00

## Drink

Tea and coffee	2.75	70	192.50	38.50	231.00
Curious brew (arrival)	1.50	60	90.00	18.00	108.00
Argentinian Malbec (table wine)	6.50	16	104.00	20.80	124.80
New Zealand sauvignon blanc (table wine)	9.50	16	152.00	30.40	182.40
Gin and soda with rosemary	1.30	70	91.00	18.20	109.20
Elderflower (Non Alcoholic)	1.45	70	101.50	20.30	121.80
Pink salt & pomello	0.50	70	35.00	7.00	42.00

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

Food &amp; Drink Total

4,384.20

## Notes

**Drinks**

This couple supplied some of their own drinks.  
 (We don't charge corkage) Home Gurr'own  
 supplied their table wine, arrival drinks and bar  
 cocktails

Hired Equipment	Unit Cost	Quantity	Sub total	VAT	Total
oven and gas	120.00	1	120.00	24.00	144.00
hot lights and gantry	90.00	1	90.00	18.00	108.00
Haulage	40.00	1	40.00	8.00	48.00
refrigeration	225.00	1	225.00	45.00	270.00
glasses	107.50	1	107.50	21.50	129.00
serving equipment	187.20	1	187.20	37.44	224.64
crockery and china	133.00	1	133.00	26.60	159.60
reclaimed wooden bar	50.00	2	100.00	20.00	120.00
semi linen (x50)	5.50	4	22.00	4.40	26.40
6ft x 2'6 trestle tables (top table 6 max)	5.00	4	20.00	4.00	24.00
linen cloths - 70 x 108 (top table 6 max)	4.75	5	23.75	4.75	28.50
linen cloths 6ft round table	12.00	7	84.00	16.80	100.80
6ft round tables	8.50	7	59.50	11.90	71.40
1 + 1 toilet	370.00	1	370.00	74.00	444.00
chairs wooden folding	2.40	74	177.60	35.52	213.12
barrells	20.00	2	40.00	8.00	48.00
olive tree	25.00	2	50.00	10.00	60.00
bike	40.00	1	40.00	8.00	48.00
table plan	25.00	1	25.00	5.00	30.00
Guest book finger print (hand made)	25.00				
menu's - each printing	0.65				

Equipment Total

2,297.46

## Notes

**Toilets**

This couple hired 1+1 toilets via Home Gurrown.

**Refrigeration trailer**

Refrigerated trailer is required to store food, your bar, and drinks.

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	85	1,020.00	204.00	1,224.00
Head Chef (Nicci)	No charge				
Second chef and prep staff	No charge				

Services					
Equipment Arrangement Fee (10%)	10%	1	191.46	38.29	229.75
Clear up and recycling charge	75.00	1	75.00	15.00	90.00
Event Consulting & Planning	No charge				

<b>Staff &amp; Services Total</b>	<b>1,843.75</b>
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## Notes

### Chef and Prep staff

The head chef and prep staff are not charged. They are included in the price of the food.

### Front of house manager

We include a front of house manager to ensure your event runs to schedule and to your exact 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 for your event.

### 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 cost saving.

### Clear up and recycling

Even the smallest events produce waste. We come in the next day to ensure as much as possible is recycled and all waste is dealt with in an appropriate manner.

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 xxxxxxxx

Cheque

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