

# Home Gurr'own

Farm Caterers | Cranbrook, Kent



## Sample Wedding Invoice 3

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](http://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	The House Meadow
Total Guests	100 (day) 100 (eve)

Customer	xxxxxxxxxx
Estimate Date	xx/xx/2016
Refundable Deposit	£200.00
Estimated Total	£12,004.74

Summary of estimated costs	%	Sub Total	VAT	Total
Food & Drink	66%	6,619.10	1,323.82	7,942.92
Equipment	17%	1,713.50	342.70	2,056.20
Staff & Services	17%	1,671.35	334.27	2,005.62
<b>Total</b>	<b>100%</b>	<b>10,003.95</b>	<b>2,000.79</b>	<b>12,004.74</b>

Please see below for itemised costs

Proposed Payment Schedule		DUE/PAID	Date	Total
1st	Refundable Deposit (Returned after event)	PAID	08 March 2014	200.00
2nd	10% When menus are confirmed	PAID	05 November 2015	1,200.47
3rd	40% Six weeks before wedding date	PAID	xx/xx/2016	4,801.90
4th	Final payment one week before your event	PAID	xx/xx/2016	6,002.37

## Itemised Costs

## Food &amp; Drink

Unit Costs

Quantity

Sub Total

VAT

Total

## Food

Lunch - 2 courses (approximate cost)	25.00	92	2,300.00	460.00	2,760.00
Nibbly foods	8.50	92	782.00	156.40	938.40
Dancing food	6.50	92	598.00	119.60	717.60
Crew food 2 photo,4 band	8.00	6	48.00	9.60	57.60
Pack lunch (under 5's)	8.00	8	64.00	12.80	76.80

## Drink

Tea and coffee	2.75	92	253.00	50.60	303.60
Fentimans mandarin, lemonade, cola	12.50	6	75.00	15.00	90.00
Elderflower champagne (non alcoholic)	1.30	92	119.60	23.92	143.52
Bottled curious brew lager per 12	1.50	120	180.00	36.00	216.00
Old dairy 36 pint pin	47.50	3	142.50	28.50	171.00
Sauvignon blanc - New Zealand	8.50	36	306.00	61.20	367.20
St Emillion - Bordeaux	8.50	36	306.00	61.20	367.20
Vodka, soda and lime (with alcohol)	2.15	120	258.00	51.60	309.60
Gin and Tonic (with out alcohol)	1.90	120	228.00	45.60	273.60
Frozen Margherita (with alcohol)	3.20	120	384.00	76.80	460.80
Vintage cider	11.50	50	575.00	115.00	690.00
Mead - per bottle	5.60				

Food &amp; Drink Total

7,942.92

## Notes

**Tea and Coffee**

Tea and coffee is available all day. This price includes everything, urn, crockery, milk jugs, tea pots, cafetieres, coffee machines and cups saucers and teaspoons. Also includes a good quality tea, coffee and herbal and floral teas

**No corkage**

We don't charge corkage. You are free to bring your own drinks at no extra charge

Hired Equipment	Unit Cost	Quantity	Sub total	VAT	Total
Gantry & hot plate	100.00	1	100.00	20.00	120.00
Oven and gas	130.00	1	130.00	26.00	156.00
Fryer	25.00	1	25.00	5.00	30.00
Haulage	18.00	6	108.00	21.60	129.60
Refrigeration	225.00	1	225.00	45.00	270.00
Linen napkins (white monarch)	0.95	100	95.00	19.00	114.00
Glasses	162.50	1	162.50	32.50	195.00
Serving equipment	210.00	1	210.00	42.00	252.00
Crockery & Cutlery (table ware)	202.00	1	202.00	40.40	242.40
Semi linen evening napkins (evening)	12.00	1	12.00	2.40	14.40
6ft round linen (White)	14.50	10	145.00	29.00	174.00
6 x 3ft linen (White)	15.00	3	45.00	9.00	54.00
Catering tent stainless steel tables	18.00	2	36.00	7.20	43.20
6 x 2'6 trestles	5.00	9	45.00	9.00	54.00
Fire extinguisher	10.00	1	10.00	2.00	12.00
High chairs	9.00	7	63.00	12.60	75.60
Bar	100.00	1	100.00	20.00	120.00

Equipment Total

2,056.20

## Notes

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 (£12 per hour)	12.00	100	1,200.00	240.00	1,440.00
Head Chef (Nicci)	No charge				
Second chef and prep staff	No charge				

Services					
Equipment Arrangement Fee (10%)	10%	1	171.35	34.27	205.62
Clear up and recycling charge	50.00	1	50.00	10.00	60.00
Wedding Consulting & Planning	No charge				

Staff & Services Total	2,005.62
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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 wedding day 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 for your wedding.

### What is the arrangement fee for?

We charge a 10% arrangement fee if we organise equipment on your behalf. However we always give wedding couples the option of going direct to suppliers.

### 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 - xxxxxxxx  
Reference xxxxxxxxxx

Cheque

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