



WEDDING Invoice 1

This is a sample invoice from one of our weddings.
All confidential information has been removed



Names & personal info hidden

Total (Incl VAT)	£13,812.24	
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Your Event

Event Date	[REDACTED]	
Event Venue	[REDACTED]	
Guest Numbers	114 day	143 eve

Your Estimate

Sub Total (excl VAT)	11,510.20
VAT at 20%	2,302.04
Total (Incl VAT)	£13,812.24

Spread your payments

		date due	amount due
1st	Refundable Deposit (Returned after event)	[REDACTED]	£200.00
2nd	20% payment due when menus agreed	[REDACTED]	£2,762.45
3rd	40% 6 weeks before your event date	[REDACTED]	£5,524.90
4th	Final payment due 1 week before event	[REDACTED]	£5,524.89

£200 secures your date

Bank Transfer			
Sort Code:	[REDACTED]	Contact us for card payments	
Account:	[REDACTED]		
Reference:	[REDACTED]		

This is an estimate of costs for your event.
Your final bill may go up or down depending on various changes you make before your event date

Your itemised costs



Local food & drink

	Price	Quantity	Total
3 course (approximate)	35.00	110	3,850.00
children's (6 to 12)	15.00	4	60.00
canapés (5/6)	9.50	111	1,054.50
cheeseboard and pork pie	7.50	100	750.00
lunch packs	5.95	1	5.95
crew food (musicians and photographers)	8.00	13	104.00
Tea and coffee (available all day and after the main meal)	2.75	110	302.50
pink lemonade	1.30	50	65.00
chapel down lager	1.50	120	180.00
curious apple	1.50	96	144.00
mixers - ice -	1.45	120	174.00
Elderflower champagne (Non Alcoholic)	1.30	50	65.00

Hired Equipment

	Price	Quantity	Total
oven and gas	120.00	1	120.00
stainless steel tables	18.00	2	36.00
Trestle tables 6 x 3ft	6.50	11	71.50
hot light and gantry	100.00	1	100.00
haulage	63.00	1	63.00
refrigeration	225.00	1	225.00
glasses	215.50	1	215.50
serving equipment	336.00	1	336.00
crockery, and china ware	311.00	1	311.00
linen napkins (monarch ocean wave)	1.00	120	120.00
semi linen napkins evening	5.99	2	11.98
2+1 event toilet	490.00	1	490.00
urns	25.00	2	50.00
high chair	9.00	1	9.00
copper chargers	0.50	120	60.00
table plan - in line with invitations	25.00	1	25.00
welcome sign	25.00	2	50.00
names	0.05	114	5.70
runners	20.00	8	160.00
post box	40.00	1	40.00
A4 colour printing per sheet	0.60	60	36.00

Staff & Services

	Price	Quantity	Total
Front of House Manager	250.00	1	250.00
Waiting Staff (incl bar management)	13.50	120	1,620.00
Temporary Event Notice	21.00	1	21.00
Equipment Arrangement Fee (10%)	253.57	1	253.57
Clear up and recycling charge	75.00	1	75.00

THINGS WE DON'T CHARGE FOR

Event Planning (free for catering customers) Normally 5% Saving you £575.51	No charge
Equipment & Venue Management (Free if you hire equipment from us)	No charge
Head Chef (Included in food costs)	No charge
Second Chef & Prep Staff (Included in food costs)	No charge
Cash Bar (Your guests pay for drinks)	No charge
Corkage (You are free to supply your own drinks)	No charge

OUR OTHER PRICES

(not included in estimate total)

FOOD AND DRINK

Cocktail mixing - including ice, garnish, glassware etc	1.75
non alcoholic Cocktail mixing - including ice, garnish, glassware etc	1.90
Local Kent Cheeseboard and grazing station	6.50
Evening street food (Open fire pizzas, Paella)	7.50
Crew food (e.g. Photographers. Musicians)	8.00
3 course - Main and dessert (Approximate)	32.50

Wine list - see welcome pack

OUR OTHER PRICES

(not included in estimate total)

MARQUEE AND EQUIPMENT HIRE

Luxury trailer toilet 2 + 1	550.00
Trestles tables, evening food, prep etc	6.50
Catering tent including matting and tables	375.00
Generator (45kva)	650.00
Trapeze tent (standing area)	650.00
Clear Marquee (40 x 60 - approximate cost for 100 guests)	2,540.91
Clear Span Marquee (30 x 90 - approximate cost for 100 guests)	2,125.00
Sailcloth tent (12m x 18m - approximate cost for 100 guests)	3,913.41
Tipi's (2 x giant hats - approximate costs per 100 guests)	2,984.44
Linen cloths trestle (70 x 144)	12.00
Linen cloths 6ft round table (132')	15.00
Trestle tables for the kitchen	6.50
6ft round tables seating 10 (other seating available)	9.00
6ft tables - wooden tables seating 6	18.00
Lime wash chiavari (other seating available)	3.60
festoon (TGB) 1/2 metre spacing with drop on one side	650.00
drop bulbs on beams (TGB) x 50 drops	175.00
outdoor festoon 1mtre spacing - (TGB)	195.00
indoor festoon 1/2 metre spacing additional cost	250.00
Light up Initials (e.g. A&J)	235.00
Cocktail mixing - including ice, garnish, glassware etc	1.75

FOOD & DRINK



PLANNING



FOR HIRE



MARQUEES

