

# How much will our event cost?

## Red Lion Restaurant's Financial planning worksheet.

**The majority payment (minus deposit) and guaranteed number guests is due seven days prior to the date of the event. Your numbers may increase without penalty.**

**The final payment is due the evening of the event.**

*This sheet is to help you plan the approximate cost of your party, it is not a guarantee. We are happy to complete two estimates for each event, one on your first visit and one the final week of your party. If you wish for more estimates feel free to print or ask for as many sheets as you need to fill out yourselves at your leisure.*

*Food: total # of guests (\*) times highest price entree chosen, price inclusive, or buffet option pricing.*

\_\_\_\_\_ \* \$ \_\_\_\_\_ = \_\_\_\_\_ (Adults)

\_\_\_\_\_ \* \$ \_\_\_\_\_ = \_\_\_\_\_ (Children ages 4-10 are 1/2 Price.)

\_\_\_\_\_ \* \$ \_\_\_\_\_ = \_\_\_\_\_ (Vendors at 1/2 price or \$8.00 off plated options)

*Appetizers: Appetizers (\*) number of orders (\*) price of option. Or if selecting buffet style appetizers each price \*times the amount ordered. Some appetizers are included with buffet options.*

Option \_\_\_\_\_ Quantity \_\_\_\_\_ = \$ \_\_\_\_\_

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Option \_\_\_\_\_ Quantity \_\_\_\_\_ = \$ \_\_\_\_\_

Salad? # \_\_\_\_\_ \* \$ \_\_\_\_\_ = \_\_\_\_\_

*Add a plated salad on a buffet (in lieu of the regular buffet salad options) for an additional \$2.00 each.*

*Desserts: Total # of guests (\*)times dessert price or applicable service charge. You may also just write in "wedding cake"*

\_\_\_\_\_ \* \$ \_\_\_\_\_ = \_\_\_\_\_

*Alcoholic Beverages: # of guests,\* (times) average cost per drink based on what you've selected,\* (times) number of drinks you think your guests will consume. (3-4 drinks per person average, or \$15.00-\$22.00.) Estimate the number of drinks you think your guests may consume. Please include your champagne toast in your estimate. (Full glass \$4.00 per guest, half glass \$2.50 per).*

*# Of guests\_\_\_\_\_\*\$Drink maximum\_\_\_\_\_\*#of drinks per  
guest=\$Total estimated amount for bar\$\_\_\_\_\_*  
*Or \$ amount you would like to be notified at \$\_\_\_\_\_*

*Non alcoholic beverages; (Excluding bottled water, sparkling cider and energy drinks.) This covers all soda, juice, milk, lemonade as well as coffee, tea and iced tea for each guest the duration of the event. You may choose to have this option on an "as ordered basis". We have found this \$1.00 per person option usually is more economical.*

*\_\_\_\_\_\*\$1.00\_\_\_\_\_ = \_\_\_\_\_*

*Bottled water/energy drinks at \$1.50-\$4.00 bottle; these will be as ordered the evening of the event. Feel free to request "bottled water" stations if desired.*

*Site Fee \$100 to \$1500.00=\_\_\_\_\_*

*Ceremony Fee \$175.00 to \$375.00=\_\_\_\_\_*

*Large Tent Rental \$250.00 or \$500.00=\_\_\_\_\_*

*Small Tent Rental \$100.00=\_\_\_\_\_*

*Cake Cutting \$1.00 per person=\_\_\_\_\_*

*Extra Rental Options*      \$Arch\_\_\_\_\_

                                    \$Master of Ceremonies\_\_\_\_\_

                                    \$Basement\_\_\_\_\_

                                    \$Lanterns\_\_\_\_\_

                                    \$\_\_\_\_\_

                                    \$\_\_\_\_\_

*\$ \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \$Total fees*

## Estimating the cost of your event!

#1) Estimated Food Cost: \$ \_\_\_\_\_ +  
#2) Plus Estimated Liquor Cost: \$ \_\_\_\_\_ +  
#3) Plus Estimated Non-Alcoholic Beverage Cost: \$ \_\_\_\_\_ +  
#4) Plus Fees for Services: \$ \_\_\_\_\_ +  
= \$Amount of 1-4 combined: \$ \_\_\_\_\_ \*  
#5).25 %\*\$( Above total) = \$ \_\_\_\_\_ (20% is Gratuity & .05 is tax)  
= Out the door estimated total cost: \$#4 \_\_\_\_\_ + \$#5 \_\_\_\_\_  
(Add the totals of #'s 4&5) = \$Total cost of your event! Out the door!  
\$ \_\_\_\_\_

*If you require more help or have any questions please let us know. In our experience the average meal cost is from \$30.00 - \$50.00 per person. Parties average a cost of \$15.00 - \$24.00 per person in alcohol. Only the cost of food and beverages are applied to the minimums. What you eat, drink, tax, tip and fees should total the cost of your event. It should be that easy.*



**When comparing the Red Lion to other venues please consider the following.**

- ♥Eight and one half hours of event time on average.
- ♥A selection of at least three entrée choices per guest.
  - ♥Children are less expensive.
- ♥The above includes, white linens, tables, chairs, silverware, china, serving pieces, indoor and outdoor space, ice, service, taxes, site, rehearsal time, four planning hours and more.

***Thank you for considering the Red Lion Restaurant for your special event. Please let us know how we may assist you in making your planning stress free!***