



Event Proposal

Banquet with Alcohol
Resident Organization/Non-Resident Private Party
Weekend Evening

<i>Event Schedule</i>			
Set Up Time	5:00 PM	Room Cleared	11:00 PM
Event Start Time	6:00 PM	Event End Time	10:00 PM
Function Type	Banquet	Expected Guest Attendance	200
Non-Refundable Application Fee			\$50.00
Refundable Damage Deposit			\$1,000.00
Insurance			\$370.00
Security from	5:30 PM	to	9:30 PM
			\$664.00
Celebration Hall	5:00 PM	to	11:00 PM
			\$3,324.46
**The Facility Fee Includes the following Included Amenities, Required Safety Amenities and Event Staff			

<i>Included Amenities</i>	
<i>ITEM</i>	<i>QUANTITY</i>
Linen Napkins	210
60" Round with Black Linen; 8 guests per table	25
36" Round Bistro Table with Black Linen	0
6' Table with Black Drape	5
6' Classroom Table with Black Drape	0
Standard Banquet Chairs	200

<i>Required Safety Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	<i>COST</i>
Restroom Porter, per hour. (4 Hour Minimum)	4	\$173
Sanitation Fee	1	\$68
TOTAL:		\$240

<i>Additional Amenities</i>		
<i>ITEM</i>	<i>QUANTITY</i>	<i>COST</i>
Chiffon Drape for Hall	1	\$2,205.00
Overlay for Guest Tables	25	\$223.13
Runner for Guest Tables	25	\$105.00
Platinum Lighting Package	1	\$1,890.00
Chair Covers with Organza Sash	200	\$525.00
TOTAL		\$4,948.13

Transaction Fee:	\$374.26
Total with Damage Deposit:	\$10,730.85
Total without Damage Deposit:	\$9,730.85

Proposal is a cost estimate based on details and fees at time of creation and/or updates. Pricing subject to change based on event needs, scheduled fee updates, required safety amenities and vendor availability.