

## 2021 Ceremony & Reception Worksheet

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

### Ceremony Information:

Date of Ceremony: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Event Timeline (Select Option A or B):      Option A

Option B

Option A

Guests Arrive at 4pm  
 Ceremony Starts at 4:30pm-5pm  
 Cocktail Time 5pm-5:45pm  
 Introductions of Wedding Party 5:45pm-6pm  
 Dinner, Toast, Cake Cutting 6pm-7:30pm  
 Dancing 7:30pm-9:30pm  
 Last Song at 9:30pm  
 Everyone Out by 10pm

Option B

Guests Arrive at 4:30pm  
 Ceremony Starts at 5pm-5:30pm  
 Cocktail Time 5pm-6:15pm  
 Introductions of Wedding Party 6:15pm-6:30pm  
 Dinner, Toast, Cake Cutting 6:30pm-8pm  
 Dancing 8pm-9:30pm  
 Last Song at 9:30pm  
 Everyone Out by 10pm

### Ceremony Fees:

Up to 40 Guests		
Friday-Sunday (\$950)		= \$ _____
Monday-Thursday (\$800)		= \$ _____
41-99 Guests		
Friday-Sunday (\$1300)		= \$ _____
Monday-Thursday (\$1100)		= \$ _____
100-150 Guests		
Friday-Sunday (\$1600)		= \$ _____
Monday-Thursday (\$1400)		= \$ _____
150-225 Guests		
Friday-Sunday (\$1800)		= \$ _____
Monday-Thursday (\$1600)		= \$ _____

**Extras:**

Bridal Tent (\$65)	= \$ _____
Minister (\$210)	= \$ _____
PA System for ceremony music, must provide own music (\$75)	= \$ _____
Shuttle Fee*	= \$ _____

*\*Shuttle arrangements to be discussed with sales manager. We can build it in to your costs or you can book it on your own. Guests must be staying in close proximity from one another. Suggested cost: 100 people= 2 shuttles, 1 hour drop off and 1 hour pick up at \$130 per shuttle per hour.*

**Reception Information:**

**Site Services & Fees:**

Friday-Sunday-\$4800 = \$ \_\_\_\_\_

Monday-Thursday-\$3900 = \$ \_\_\_\_\_

**Additional hours:**

\$900 each (maximum of 2 hours) = \$ \_\_\_\_\_

**Extra:**

Propane Firepit (\$175 each, up to 2 firepits) X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of firepits)

**1A. Venue Subtotal:** \_\_\_\_\_

**2A. (Line 1A multiplied by .071)=Tax** \_\_\_\_\_

**Line 1A + Line 2A =Venue Total** \_\_\_\_\_

**Entrée:** (See Wedding Menu)\*Please note that 2021 food & beverage pricing may fluctuate based on the industry standard.  
Menu pricing for 2021 will be evaluated in fall of 2020\*

Friday-Sunday Food & Beverage Minimum \$3600

Monday-Thursday Food & Beverage Minimum\$2800

**Appetizer:** Price Point: \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Price Point: \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Price Point: \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

**Carvers & Action Station:**

Price Point: \$ \_\_\_\_\_ +\$100 Chef Fee X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Price Point: \$ \_\_\_\_\_ +\$100 Chef Fee X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Price Point: \$ \_\_\_\_\_ +\$100 Chef Fee X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

**Buffet:**

Adults: \$45 X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Children: \$28 X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Upgrade: \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Upgrade: \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Upgrade: \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

(# of Guests)

**Desserts:**

Selection: \_\_\_\_\_ \$8

X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Mini French Pastry Table \$16

X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

**Late Night Snacks**

Selection: \_\_\_\_\_ \$ \_\_\_\_\_

X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Selection: \_\_\_\_\_ \$ \_\_\_\_\_

X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Selection: \_\_\_\_\_ \$ \_\_\_\_\_

X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

**Beverages:**

Beer & Wine (Estimate \$24 per person)

X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Host non-alcoholic (\$2.75 per person)

X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

Traditional Champagne Toast \$3.50 per person)

X \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of Guests)

(House Champagne provided by Round Hill Pines Beach Resort)

Hosted Bar

Maximum Amount = \$ \_\_\_\_\_

*\*please note that hosted bar is based on consumption.*

*\*Please speak with the Sales Manager about different hosted bar options as there are a variety available\**

Friday-Sunday Food & Beverage Minimum \*\$3600

Monday-Thursday Food & Beverage Minimum \*\$2800

**1B. Catering Subtotal + Beverage Subtotal: \_\_\_\_\_**

**2B. (Line 1B multiplied by .2)=20% Service Fee \_\_\_\_\_**

**3B. (Line 1B + Line 2B multiplied by .071)=Tax \_\_\_\_\_**

**Line 1B + Line 2B + Line 3B=Catering & Beverage Total**

**Venue Total + Catering & Beverage Total = Wedding Total \$ \_\_\_\_\_**