

THE
Shore
EVENT CENTRE

EVENT ORDER #

Event Name:

Event Date:

Salesperson:

Salesperson Phone:

Salesperson Email:

Primary Contact	Address	Telephone	Email Address

Function Time	Location	Function Name	# ppl	Room Rental

Function Date	Function Name:	Qty	Price	Total
	Add On			
Ceremony Fee	Per Ceremony		\$ 200.00	\$0.00
Bar Setup Fee	Per Bar		\$ 75.00	\$0.00
Security Fee	Events over 275		\$ 150.00	\$0.00
Tiki Bar	per hour		\$ 100.00	\$0.00
Non - Reception Rate	Up to 150 ppl - per hour		\$ 200.00	\$0.00
Non - Reception Rate	Over 150 ppl - per hour		\$ 250.00	\$0.00
Drink Tickets	50		\$ 200.00	\$0.00
	100		\$ 350.00	\$0.00
	150		\$ 500.00	\$0.00
	200		\$ 600.00	\$0.00
Catering Fee	Per Plate		\$ 1.50	\$0.00
Total				\$0.00

	Beverage Menu			
Minimum of 6	Unlited Soda		\$ 257.01	\$0.00
Minimum of 6	Champagne		\$ 20.00	\$0.00
	House Wine		\$ 20.00	\$0.00
	Domestic Keg		\$ 266.36	\$0.00
	Import Keg		\$ 336.45	\$0.00
	Speciality Drink			\$0.00
	Bartender/hour		\$ 20.00	\$0.00
	Corkage Fee/Bottle		\$ 15.00	\$0.00
	Champagne Toast		\$ 50.00	\$0.00
Total				\$0.00

	Food Arrangements			
Catering	Through Offshore Bar and Grill			\$0.00
Pizza - Min. order of 10	Single Topping		\$ 10.00	\$0.00
	2-3 Topping		\$ 11.00	\$0.00
	Specialty/4+ Topping		\$ 12.00	\$0.00
Total				\$0.00

	Equipment Arrangements			
	Arch		\$ 50.00	\$0.00
	Stage		\$ 100.00	\$0.00
	Backdrop		\$ 100.00	\$0.00
	Heat Lamp		\$ 50.00	\$0.00
	AV		\$ 50.00	\$0.00
	120 Round and 156x90		\$ 10.00	\$0.00
	Skirting		\$ 20.00	\$0.00
Total				\$0.00

SUMMARY OF CHARGES					
	Charges	Tax			Total
Add On	\$0.00				\$0.00
Beverage	\$0.00				\$0.00
Food	\$0.00				\$0.00
Equipment Arrangements	\$0.00				\$0.00
SUB TOTALS					\$0.00
			Service Charge	20%	\$0.00
			Tax	7%	\$0.00
			Payments Received		\$0.00
			Estimate Balance Due		\$0.00

GUARANTEE POLICY: Estimated number of attendees due two weeks prior to your event.

FINAL PAYMENT: Final payment is due in full 7 days prior to date of event.

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the service and prices listed in this agreement:

FOOD AND BEVERAGE: Prices are subject to change due to market fluctuation.

Client Signature: _____ Date: _____