

BUDGET FORM



At The California Citrus
State Historic Park

EVENT: _____

EVENT DATE/ TIME:

PHONE:

EMAIL:

GUEST COUNT:

Ceremony & Reception Reception Only Custom

QUANTITY	DESCRIPTION	PRICE
<input checked="" type="checkbox"/>	Venue Includes:	\$ _____
	5 Hour Use of Venue	Included
	Choice of Table: 60" Banquet Rounds/ Rectangle (Up to 150 guests)	Included
	Seating: (Up to 150 guests)	Included
	Room Set-Up	Included
	Entry Attendant	Included
"Captain"	Event Management Staff On-Site Does not replace wedding coordinator	Included
	Required Additions:	
<input checked="" type="checkbox"/>	Cleaning Fee	\$250.00

<input type="checkbox"/>	Ceremony: 1 Hr. Ceremony set-up includes ONLY chair set-up: <i>No decorating included</i> (Up to 150 guests)	\$1500.00
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Upgrades & Additions:		
<input type="checkbox"/>	Additional Hours: \$500.00 ea.	\$ _____
<input type="checkbox"/>	Venue Rental Prior To Event: \$200.00 per hr.	\$ _____
<input type="checkbox"/>	Additional Guests over 150: \$10.00 pp	\$ _____
<input type="checkbox"/>	Additional Security: (150+ Guests) \$250.00 ea.	\$ _____
<input type="checkbox"/>	Bridal Suite Rental: \$350.00	\$ _____
<input type="checkbox"/>	In House Catering: Fee N/A Caterer: _____ (No License & Insurance Necessary)	

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<input type="checkbox"/>	ProVenue Vendor List: \$350.00 Caterer: _____ (Must attach license & insurance)	\$ _____
<input type="checkbox"/>	Approved Outside Catering Fee: \$500.00 Caterer: _____ (Must attach license & insurance)	\$ _____
<input type="checkbox"/>	Drink Station: \$2.00 pp (Choice of 3: Lemonade, Tea, Punch & Water)	\$ _____
<input type="checkbox"/>	Water Station Only: \$100.00	\$ _____
<input type="checkbox"/>	Coffee Station: \$2.00 pp	\$ _____
<input type="checkbox"/>	Venue Staff: \$200.00 ea.	\$ _____
<input type="checkbox"/>	Bartender: \$250.00 ea. (Does not include alcohol)	\$ _____
<input type="checkbox"/>	Bar Packages: BYOB - Cash Bar - Host Bar	Bar Type: _____ Host Amount: \$ _____
<input type="checkbox"/>	Champagne Toast: \$2.00 pp (Glasses Rented Separately)	\$ _____
<input checked="" type="checkbox"/>	Service Tip (Goes Towards Bar + Venue Staff)	\$300.00
<input type="checkbox"/>	Décor Store: \$500.00 (Includes Farm Tables)	\$ _____
<input type="checkbox"/>	Premium Parking 75+ Cars: \$250.00 over 150 Guests	\$ _____

SUBTOTAL: \$ _____

PAID: \$ _____

TOTAL DUE TO VENUE: \$ _____

PLEASE NOTE

- In-House Day of Coordinator is *required* for all wedding events.
 - Ceremony: (150 Guests - \$150) | Reception: (150 Guests - \$995)
- **We exclusively work with Timeless Timelines (pg. 10)**
 - Email: mackenzie@timeless-timelines.com
 - Phone: (951) 204-4590
 - Coordinators Paid Separately
- **Other Rental Items Paid Separately**
 - **Linens, linen napkins, dinner and/or cake plates, glassware, flatware, DJ, etc.**

This proposal includes the conditions noted:

Signature of Approval

Date