

BANQUET HALL & CATERING EXPENSE LEDGER

Event Cost Tracking & Payment Record

CLIENT NAME:

EVENT DATE:

EVENT TYPE:

VENUE / HALL:

GUEST COUNT:

LEDGER REF NO:

TOTAL BUDGETED

TOTAL ACTUAL COST

TOTAL PAID / BALANCE DUE

1. Venue & Banquet Hall Facility

Hall Rental Fee

Setup & Clean-up Fees

Security Deposit

AV & Lighting Equipment

2. Catering & Food Services

Per-Head Meal Charge

Hors d'oeuvres / Appetizers

Beverage / Bar Package

Staff / Service Gratuity

3. Rentals & Table Styling

Linens, Napkins & Chair Covers

Tableware, Glassware & Flatware

Centerpieces & Decorations

4. Administration & Miscellaneous

Permits / Licensing (Alcohol/Music)

Tax / Surcharges

TOTAL EXPENSES

PAYMENT SCHEDULE & NOTES

Prepared By (Event Coordinator)

Approved By (Client / Authorized Signatory)