

CATERING & BANQUET EXPENSE SPREADSHEET

Event Name: _____

Date of Event: _____

Client Name: _____

Venue / Location: _____

Guest Count: _____

Invoice/PO #: _____

1. Food & Beverage

Item Description	Quantity / Unit	Unit Cost (\$)	Total (\$)

2. Staffing & Labor

Staff Role	Hours / Staff	Hourly Rate (\$)	Total (\$)

3. Rentals & Equipment

Rental Item	Quantity	Unit Price (\$)	Total (\$)

4. Miscellaneous & Administrative Fees

Fee Description	Rate % / Flat	Base Amount (\$)	Total (\$)

Fee Description	Rate % / Flat	Base Amount (\$)	Total (\$)

Subtotal (\$)	
Service Charge / Gratuity	
Taxes (\$)	
Grand Total (\$)	
Deposit Paid (\$)	
Balance Due (\$)	