

CATERING & BANQUET SERVICE COST CALCULATOR

Expense Template & Estimation Sheet

Client Name:

Event Date:

Event Type / Name:

Guest Count:

Venue / Location:

Reference # / Invoice:

DESCRIPTION / ITEMIZED EXPENSES	UNIT COST (\$)	QUANTITY / HOURS	TOTAL (\$)
1. Food & Beverage Menu			
2. Staffing & Labor			
3. Rentals, Equipment & Setup			

DESCRIPTION / ITEMIZED EXPENSES	UNIT COST (\$)	QUANTITY / HOURS	TOTAL (\$)
4. Miscellaneous Fees / Administration			

Subtotal	
Service Charge / Gratuity	
Sales Tax	
Grand Total	