

# PRESTWICK COUNTRY CLUB

## BANQUET ROOM WORKSHEET

Customer Name		Guest #	
Phone Number			
Booking Date			
Hours Rented			
Start Time			
End Time			
Number of Servers			

ITEM	NOTES	COST
Venue Cost		
Food Catering Cost		
Outdoor Set Up Cost		
Cloth Linen Cost	Color Ordered	
Cloth Napkin Cost	Color Ordered	
Decoration Cost		
Special Setup Cost		
Bartender Cost		
Extra Server Cost		
Server Gratuity 20%	Estimated	
Security Guard Cost		
Entertainment (DJ)		
Special Food Order Cost		
Misc. Costs		
	Sub Total	
	Sales Tax	
	Total	

Customer Acknowledgment \_\_\_\_\_ Date \_\_\_\_\_

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### NOTES

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