

\$20 Person Example

Garozzo's Ristorante

Event Coordinator:
Tonya Round
tonya@garozzos.com
(816) 221-2455

EVENT DETAILS

Event Name: \$20 Person Example
Date of Event: January 10, 2017
Day of Week: Tuesday
Time of Event: 5:00 pm - 9:00 pm CST
Estimated Guests: 100
Guaranteed Guests:
Location: Garozzo's Ristorante
Room/Space: Off-Premise, Downtown
Minimum \$ 0.00

CUSTOMER DETAILS

Company:
Booking Contact: \$20 Example
Title:
Email:
Phone:

GENERAL NOTES

Tablecloths will be provided by the venue

BEVERAGE NOTES

Water Service

STAFFING NOTES

4 Servers

SETUP NOTES

Access to Venue - 3:30
Room Set by 4:30
Buffet Ready @ 5:45
Dinner Served @ 6:00
Staff dismissed after clearing and final clean up



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FINANCIALS

Catering		\$ 1,086.00
Accessories		\$ 200.00
LABOR		\$ 300.00
Total Charges		\$ 1,586.00
Gratuity	20%	\$ 317.20
Tax	9.1%	\$ 173.20
Subtotal		\$ 2,076.40
Estimated Total		\$ 2,076.40
Amount Due		\$ 2,076.40

SUMMARY	PRICE	QTY	SUBTOTAL
Catering			\$ 1,086.00
BREAD			
LOAVES OF SLICED ITALIAN BREAD & BUTTER	\$ 0.00	10	\$ 0.00
SALADS			
GAROZZO'S HOUSE SALAD - FULL PAN	\$ 60.00	4	\$ 240.00
PASTAS			
CAVATELLI CATANIA - FULL PAN	\$ 99.00	2	\$ 198.00
PASTA PRIMA VERA - FULL PAN	\$ 99.00	2	\$ 198.00
SPIEDINI			
CHICKEN SPIEDINI GAROZZO	\$ 2.25	200	\$ 450.00
Accessories			\$ 200.00
PLATEWARE			
GLASS DINNER PLATE	\$ 0.35	100	\$ 35.00
GLASSWARE			
WATER GLASS	\$ 0.45	100	\$ 45.00
FLATWARE			
DINNER FORKS	\$ 0.40	100	\$ 40.00
DINNER KNIVES	\$ 0.40	100	\$ 40.00
LINEN			
LINEN NAPKIN	\$ 0.40	100	\$ 40.00
LABOR			\$ 300.00
SERVER [Five Hour Minimum per Server]	\$ 75.00	4	\$ 300.00



200 Person Example

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Event Coordinator:
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EVENT DETAILS

Event Name: 200 Person Example
Date of Event: January 10, 2017
Day of Week: Tuesday
Time of Event: 5:00 pm - 9:00 pm CST
Estimated Guests: 200
Guaranteed Guests:
Location: Garozzo's Ristorante
Room/Space: Off-Premise, Downtown
Minimum \$ 0.00

CUSTOMER DETAILS

Company:
Booking Contact: 200 Person Example
Title:
Email:
Phone:

BEVERAGE NOTES

Coffee Station

STAFFING NOTES

7 Servers for 7 hours
Jenny - Captain
Kate
Danny
Enrique
Ryan
Debe
Bridget

SETUP NOTES

Garozzo's Staff Arrive @ 4:00 to set dining room
Guest Arrival @ 5:30
Antipasti Ready @ 5:15 Served from 5:30-7:00
Buffet Set @ 6:45
Dinner Served @ 7:00 - Buffet Opened
[Guests of Honor served at table]



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FINANCIALS

Catering		\$ 4,681.00
Accessories		\$ 750.00
LABOR		\$ 735.00
Total Charges		\$ 6,166.00
Gratuity	20%	\$ 1,233.20
Tax	9.1%	\$ 673.33
Subtotal		\$ 8,072.53
Estimated Total		\$ 8,072.53
Amount Due		\$ 8,072.53

SUMMARY

	PRICE	QTY	SUBTOTAL
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Catering			\$ 4,681.00
BREAD			
LOAVES OF SLICED ITALIAN BREAD & BUTTER	\$ 0.00	20	\$ 0.00
APPETIZERS			
SHRIMP SPIEDINI	\$ 3.00	150	\$ 450.00
TOASTED CHEESE RAVIOLI	\$ 0.90	160	\$ 144.00
VIP ANTIPASTI STATION	\$ 7.00	150	\$ 1,050.00
SALADS			
GAROZZO'S HOUSE SALAD - FULL PAN	\$ 60.00	8	\$ 480.00
PASTAS			
CAVATELLI CATANIA - FULL PAN	\$ 99.00	4	\$ 396.00
PASTA PRIMA VERA - FULL PAN	\$ 99.00	4	\$ 396.00
SPIEDINI			
CHICKEN SPIEDINI GAROZZO	\$ 2.25	400	\$ 900.00
MEATS			
MINI MEATBALLS	\$ 0.90	400	\$ 360.00
DESSERTS			
SMALL CANNOLI - PER DOZEN	\$ 33.00	5	\$ 165.00
ASSORTED MINI CHEESECAKES - PER DOZEN	\$ 20.00	5	\$ 100.00
HOMEMADE ITALIAN COOKIES - PER DOZEN	\$ 14.00	10	\$ 140.00
BEVERAGES			
GALLON OF COFFEE	\$ 25.00	4	\$ 100.00
Accessories			\$ 750.00
PLATEWARE			
GLASS APPETIZER PLATE	\$ 0.45	200	\$ 90.00
CHINA DINNER PLATE	\$ 0.45	200	\$ 90.00



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SUMMARY	PRICE	QTY	SUBTOTAL
GLASSWARE			
WATER GLASS	\$ 0.45	200	\$ 90.00
FLATWARE			
APPETIZER FORKS	\$ 0.40	200	\$ 80.00
DINNER FORKS	\$ 0.40	200	\$ 80.00
DINNER KNIVES	\$ 0.40	100	\$ 40.00
LINEN			
LINEN NAPKIN	\$ 0.40	200	\$ 80.00
LINEN TABLECLOTH (90X90)	\$ 10.00	20	\$ 200.00
LABOR			\$ 735.00
SERVER [Five Hour Minimum per Server]	\$ 75.00	7	\$ 525.00
SERVER ADDITIONAL HOUR	\$ 15.00	14	\$ 210.00

