

TO:

Name
Contact



BEACON HILL
BOOKS & CAFE

INVOICE

Library Dinner
Date

Category	Qty	Description	Unit	Cost
Catering	12	\$90 per guest for welcome reception with three passed hors d'oeuvres; three-course plated dinner; coffee and tea (wine not included)	\$ 90.00	\$ 1,080.00
Wine		Billed post event based on client selections.		Billed post event
Rental Fee		Private use of bookstore and cafe, with welcome reception in courtyard or second floor, seated dinner on third floor, and private shopping opportunity. Monday-Thursday.		\$6,000.00
Design & Coordination Fee		Custom décor package includes fresh florals, votive candles, hand-calligraphed place cards, custom printed menus. Event coordination services.		\$ 1,500.00
		Subtotal Taxable		\$ 8,580.00
Meals Tax		Ma 6.25% + local 0.75%		Billed post event
Labor		Servers, Chef, Kitchen Staff, Manager, Sommelier		\$ 950.00
Gratuity		20% of food + wine		Billed post event
		Subtotal Non-Taxable		\$ 950.00
Estimated Grand Total		Not including wine, tax, gratuity		\$ 9,530.00