

FINANCIAL SUMMARY (page 1)

This Financial Summary is an estimation of charges that will be incurred for the Special Event reservation and the associated services detailed on the submitted Scheduling Request form. It is based on ANTICIPATED number of guests.

The actual charges will be calculated and due when the CONFIRMED number of guests is reported.

73 & Main must receive the CONFIRMED total number of guests and final payment at least seven calendar days prior to your event; otherwise, the event is subject to be cancelled.

ANTICIPATED NUMBER OF GUESTS AT THE TIME OF RESERVATION:

Adults _____ Children _____ Total _____

ITEM	PRICE PER PERSON:	BASED ON ANTICIPATED NUMBER:	TO BE USED TO CALCULATE FINAL CHARGES:
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Appetizer Stations:			
Ahi Tuna Display	\$6		
Mini Crab Cakes	\$6		
Calamari	\$4		
Charcuterie Display	\$5		
Cheese & Vegetable Crudité	\$3		
Chicken Wing Dip	\$3		
Chicken Wings	\$6		
Firecracker Shrimp	\$4		
Butlered Hors d'oeuvres:			
Firecracker Shrimp	\$4		
Cheese Toast	\$3		
Bruschetta	\$3		
Buffet Options:			
Buffet Option A / \$17	\$17		
Buffet Option B / \$14	\$14		
Add a Carving Station:			
Prime Rib	\$5		
Herb Roasted Pork Tenderloin	\$4		
Honey Baked Ham	\$3		
Add an Item From The Sea:			
Norwegian Salmon with Lemon Caper Butter	\$5		
Shrimp Scampi	\$4		
Sit Down Dinner Options:			
\$20 Menu Option	\$20		
\$25 Menu Option	\$25		
\$30 Menu Option	\$30		
\$40 Menu Option	\$40		
Non-Alcoholic Beverages:			
Fresh Brewed Coffee	\$1		
Iced Tea	\$1		
Soft Drinks (Assorted Selection)	\$1		
Alcoholic Beverages: (children not included)			
Cash Bar (guests will be able to purchase)	—		
Host Sponsored Open Full Bar—Standard	\$20		
Host Sponsored Open Full Bar—Premium	\$27		
Host Sponsored Open Bar Wine & Beer—Standard	\$15		
Host Sponsored Open Bar Wine & Beer—Premium	\$20		
Food and Beverage Service Subtotals			

EVENT DAY:

EVENT DATE:

CLIENT'S NAME:

(continue to page 2)

FINANCIAL SUMMARY (page 2)

ITEM	PRICE / RATE:	ANTICIPATED TOTAL:	TO BE USED TO CALCULATE FINAL
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TOTAL CHARGES:

		Based on anticipated number	Based on confirmed number
Food and Beverage Service Subtotal (enter Subtotals calculated on page 1)			
Bar Service Fee (minimum per bar arranged for event)	\$100		
Early Access / Facility Representative	\$100		
Dance Floor	\$150		
A / V Equipment	\$125		
The Finishing Room Linen & Cleaning Fee ≤ 50 Guests	\$150		
The Finishing Room Linen & Cleaning Fee > 50 Guests	\$250		
Subtotal:			
Gratuity is added to all party sizes larger than eight people. The gratuity is based on your bill's subtotal before tax:	18%		
State and local sales tax on bill's subtotal (excluding gratuity):	7%		
Total Due:			

SPECIAL REQUESTS / NOTES

NONREFUNDABLE COMMITMENT DEPOSIT

To secure a date for your special event, a \$500 nonrefundable commitment deposit and a completed Scheduling Request Agreement is collected by 73 & Main at the time of reservation.

The amount of the deposit will be applied to reduce the final payment.

- Scheduling Request Agreement form received & copy provided to client
- \$500 Nonrefundable Commitment Deposit received
- Payment Source: Cash Check (#_____) Credit Card
- Financial Summary form completed & copy provided to client

Received By (73 & Main Representative): _____

Date: ____/____/____

CONFIRMED GUESTS

We use the total number of CONFIRMED guests to calculate the total payment due. Please provide us with a confirmed number of guests and make your final payment no later than seven calendar days before your event.

CONFIRMED NUMBER OF GUESTS:

Adults _____ Children _____ Total _____

- Total Due calculated following receipt of CONFIRMED number of guests
- \$500 Nonrefundable Commitment Deposit applied to balance
- Outstanding Balance paid in full Amount: \$_____

Payment Source: Cash Check (#_____) Credit Card

Date Received: ____/____/____

Received By (73 & Main Representative): _____