

Event Proposal

Riverside Hall, Chicago, IL · Proposal #P-2026-0412 · Issued Friday, September 18, 2026 · Valid until Friday, October 2, 2026

FILLED EXAMPLE

Client	Talvenor, attn. Sarah Chen, Head of People
Event	Annual dinner, Thursday, November 12, 2026. Guests 6:30 PM to midnight, access 2:00 PM to 1:30 AM
Guaranteed headcount	120 guests. Final count due November 2, 2026
Spaces	Main Hall (seated dinner, 12 rounds of 10), Terrace (cocktail hour)

Item	Unit	Qty	Unit price	Amount	Taxable
VENUE RENTAL					
Main Hall rental, 2:00 PM to 1:30 AM	flat	1	\$4,500.00	\$4,500.00	No
Terrace rental, cocktail hour	flat	1	\$1,200.00	\$1,200.00	No
FOOD AND BEVERAGE					
Passed hors d'oeuvres, 6 pieces per guest	per guest	120	\$22.00	\$2,640.00	Yes
Three-course plated dinner	per guest	120	\$85.00	\$10,200.00	Yes
Hosted bar, 5 hours (beer, wine, 2 cocktails, soft drinks)	per guest	120	\$55.00	\$6,600.00	Yes
STAFFING					
Servers (8 x 6 hours)	per hour	48	\$40.00	\$1,920.00	No
Bartenders (3 x 6 hours)	per hour	18	\$50.00	\$900.00	No
AV AND ENTERTAINMENT					
AV package: PA, 3 mics, projector, 10 ft screen	flat	1	\$950.00	\$950.00	Yes
AV technician (6 hours)	per hour	6	\$85.00	\$510.00	No
DJ, 10:00 PM to midnight	flat	1	\$1,400.00	\$1,400.00	No
DECOR					
Linens and centerpieces	per table	12	\$65.00	\$780.00	Yes

Subtotal	\$31,600.00
Service charge (on food and beverage) (22%)	\$4,276.80
Sales tax (on taxable lines and service charge) (10.25%)	\$2,608.30
Total	\$38,485.10
Deposit due at signature (30%)	\$11,545.53
Balance due November 5, 2026	\$26,939.57

Add-ons (not included in the total)

Late-night snack station at 10:30 PM (sliders, fries)	per guest	120 x \$14.00	\$1,680.00
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Terms

Deposit	30% at signature. The date is held once the deposit is received.
Balance	Due 7 days before the event, adjusted to the final guaranteed headcount (confirmed 10 days before).
Headcount	Per-guest items are billed on the guaranteed number or the actual attendance, whichever is higher.
Cancellation	More than 90 days before the event: deposit kept. 90 to 31 days: 50% of the total. 30 days or less: 100%.
Rescheduling	Once, at least 30 days before the event, to a date within 12 months. The deposit carries over.
Terms	The venue's rental terms are attached and form part of this proposal.

Signature

By signing this proposal, the client confirms the booking under the terms attached.

Name and title	
Date	
Signature	

Free template by Joinways (joinways.app). In Joinways, the proposal is drafted from the inquiry and your price list, then signed online.

Event Proposal

[Venue name, address] · Proposal # _____ · Issued _____ · Valid until _____

BLANK PROPOSAL

Client	
Event	
Guaranteed headcount	
Spaces	

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FOOD AND BEVERAGE					
STAFFING					
AV AND ENTERTAINMENT					
DECOR					

Subtotal
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Sales tax (on taxable lines and service charge) (10.25%)
Total
Deposit due at signature (30%)
Balance due [date]

Add-ons (not included in the total)

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