

Portola Event Planning

Wedding & Reception Fees as of 01/01/17

Base Fee includes: all outdoor venues at Portola Inn, tables and chairs for all guests, set up & clean up, trash removal, parking attendants, choice of decorating items and basic table linens, use of Carriage House including dance floor, site and vendor coordination and up to five onsite planning sessions.

Base Fee:	Wedding OR Reception	Wedding AND Reception
Event Site:		
Up to 50 guests	\$3,000.00	\$3,500.00
51-100 guests	\$3,500.00	\$4,250.00
101-150 guests	\$4,750.00	\$5,750.00
151-200 guests	\$5,750.00	\$6,750.00
201-250 guests	\$7,000.00	\$8,000.00

Additional Costs:

Rehearsal Dinner Venue at Portola Inn:		
Picnic areas (up to 24 guests) \$125.00	\$ _____	\$ _____
Fireplace patio (up to 30 guests) \$250.00	\$ _____	\$ _____
Carriage House (up to 50 guests) \$500.00	\$ _____	\$ _____

Cleaning Fees for Accessory Items (optional)	\$0.00-\$900.00	\$ _____	\$ _____
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Lawn Games: \$100 for 3, \$25 for each additional	\$ _____	\$ _____
Guest House* \$175.00 x _____ nights =	\$ _____	\$ _____
Portola Inn Master Suite* \$250.00 x _____ nights =	\$ _____	\$ _____
Portola Inn Room (optional) \$150.00 x _____ nights =	\$ _____	\$ _____

Overnight stays require 13% TOT
*(Two night minimum)

Total estimated payment to Portola Inn as of date: _____	\$ _____	\$ _____
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Other Costs:		
Audio Visual Technician \$250 - \$1,000	\$ _____	\$ _____
Catering	\$ _____	\$ _____
D.J.	\$ _____	\$ _____
Florist	\$ _____	\$ _____
Insurance Estimate (pay to insurance company)	\$ _____	\$ _____
Photographer	\$ _____	\$ _____
Shuttle Estimate (pay to separate vendor) for larger events	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



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