Event budget sheet

Quote · HST (13%) · gratuity · actual · variance

LINE	QUOTE	HST	GRAT.	ACTUAL	VARIANCE
Venue / minimum spend					
Catering					
Bar					
Entertainment					
AV & lighting					
Décor & florals					
Rentals					
Photo & video					
Print, gifts, favours					
Transportation					
Permits & insurance					
Planner / staffing					
Contingency (10%)					
TOTAL					

Add 13% HST to every taxable line and 18% gratuity on food and bar before comparing quotes. Use the online budget calculator for GTA ratios.