



Total Cost Worksheet

UNLIKE MOST VENUES, YOUR BARTENDERS, PARKING ATTENDANT AND FURNITURE ARE INCLUDED!

Hard Costs

event fee (space, 5 hours of event time, 4 hours of set up, 1/2 hour of load out time, tables, chairs, 90 parking spaces, parking attendant, lay out consultation, on site facility manager, use of projector/media wall/in house A/V)

saturday*- may, june, september, october, november.....	\$4,800	_____
saturday*-april, january, february, march, july, august, december.....	\$3,500	_____
friday and sunday* year round.....	\$3,000	_____
weekdays* year round.....	\$2,500	_____
ceremony fee.....	\$750/\$1,000	_____
security fee.....	\$38/hr	_____
beverage service (Bar staff, glassware, unlimited beverages)		
per person over 21 package.....	# of guests x price per head	_____
Missouri state sales tax and Kansas City Convention and Tourism Tax.....		_____
service charge.....	10% of final bill (pre tax and non taxable)	_____

*holiday pricing may vary

Optional Fees + Services

administrative catering fee...(if using a caterer NOT on approved list).....	\$250	_____
coffee & tea service.....	\$1.50/person	_____
additional hour*.....	\$300/hr	_____
second bar.....	\$150	_____
additional staff.....	varies	_____
patio.....	\$250/\$500/hr	_____
cash discount (all payments made by check only).....	.3% off of event fee	_____

total Berg Event Space invoice..... \$ _____

- payments are due at date of booking and 9 months, 6 months, 30 days and 2 weeks from the event date.
- a \$1000 security deposit is required for all events at 30 days from event date.
- a \$1000 beverage deposit is due for Saturday events contracting a cash bar. if the cash bar does not fulfill the minimum, the difference will be deducted from the beverage deposit.
- fees and policies are subject to change at any time.
- event fees, ceremony fees and service charges are locked in at the time of signing a contract. all other fees, including taxes and beverage service packages, are subject to change at any time prior to final payment.