Saffron Table Catering & Events
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CATERING PROPOSAL

Wedding Reception Buffet for 120

Prepared for Grace Mitchell · Riverside Hall, Portland · 12 November 2026

INVESTMENT	GUESTS	EVENT DATE	SERVICE HOURS
$9,825.84	120 adults	Saturday, May 16, 2026	6:00 pm - 11:00 pm

01 Project overview

Congratulations on your engagement! For your reception at Riverside Hall we propose a generous buffet with canapés on arrival, three mains and four sides, a dessert table and full service staff, so you and your guests can relax and enjoy the evening.

02 Menu selection

Course	Menu
Canapés	**Smoked salmon blini, caprese skewers, mushroom tartlets**
Mains	**Herb roast chicken, braised short rib, wild mushroom risotto (V)**
Sides	**Garlic potatoes, seasonal greens, honey carrots, breads**
Salad	**Mixed leaves with citrus vinaigrette**
Dessert	**Wedding cake service + chocolate mousse cups**

03 Investment breakdown

Deliverable	Qty	Rate	Amount
Buffet dinner menu (3 mains, 4 sides, salad)	120 guest	$38.00	**$4,560.00**
Canapes on arrival (4 pieces)	120 guest	$9.00	**$1,080.00**
Dessert table & wedding cake cutting	120 guest	$7.00	**$840.00**
Soft drinks & coffee station	120 guest	$4.50	**$540.00**
Service staff (6 servers x 6 hrs)	36 hour	$28.00	**$1,008.00**
Linen, tableware & glassware hire	120 guest	$6.00	**$720.00**
Delivery, setup & cleanup	1 event	$350.00	**$350.00**

Subtotal	$9,098.00
Tax (8%)	$727.84
TOTAL	**$9,825.84**

04 Terms

a) Final guest numbers due 14 days before the event.
b) 30% non-refundable deposit to reserve the date; balance 7 days prior.
c) 18% service charge applies to food and beverage; gratuity at your discretion.
d) Menu prices are guaranteed for events booked within 90 days.

05 Acceptance

Client signature & date

For Saffron Table Catering & Events