

PCS Event Productions LLC

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BILL TO

Erene & Jonah
929.235.3374

SHIP TO

Venue - TBD

INVOICE 3527

DATE 08/01/2024 **TERMS** Save the date/
Installments

DUE DATE 02/05/2025

SHIP DATE

02/21/2025

SHIP VIA

delivery

SALES REP

KN - BA

ACTIVITY

AMOUNT

Event Description

WEDDING CEREMONY & RECEPTION
February 21, 2025 (Friday) Sunset 6:18 PM
Time 4:15 pm to 9:30 PM (5.25 hours)

0.00

BASED ON 115 GUESTS - adjusted +/- 3 weeks before the wedding according to RSVP's

CEREMONY - Church, 1- 2 PM, photos thereafter
5555 N Federal Hwy Ft. Lauderdale, FL 33308

RECEPTION - to follow

ACTIVITY	AMOUNT
Custom Package CUSTOMIZED WEDDING CATERING PACKAGE BASED ON 115 ADULTS @ \$98.95/pp	11,379.25
COCKTAIL HOUR - 4:15 to 5:15 pm	
BAR/BEVERAGE STATIONS - Includes Bar set-up (Cocktail/Reception) - Glassware (cocktail, wine, tall, champagne, martini) and bar equipment - Assorted sodas (Coke, Diet Coke , Sprite, club soda, tonic, ginger ale), juices (orange, cranberry, pink grapefruit, pineapple), fresh lime juice - Sparkling & bottled water - Choice of 2, Mocktails - Welcome: Sparkling cider with glitter cotton candy (white and gold) - Fruit garnish & fresh herbs (as needed) - Ice, coolers and tray jacks for used glassware.	
BUTLER PASSED HORS D'OEUVRES (4) Passed for one hour by uniformed servers on modern white or rustic wood-style platters with floral or greenery accents to match theme. - Golden Coconut Shrimp, Ginger-coconut cream sauce - Mini Angus Cheeseburger Sliders with caramelized onions (Ketchup sauce on the side) - Mini Chicken skewers with grilled peppers - Mini Beef Wellington, bearnaise sauce	
GRAZING STATION - Cheeses & Charcuterie, Fruit, dried fruit, crackers and artisan breads.	
DINNER MENU (BY RSVP)	
PLATED SALAD - Sliced green tomatoes, queso fresco, watermelon squares, fresh cilantro, sprinkled cotija cheese, red onions and cilantro herb dressing. An assortment with sweet whipped butter on each table.	
AN ELEGANT MULTI-LEVEL BUFFET PRESENTATION (Styled to match the theme of the reception) Includes tables, linens, chafing dishes, and white china dinner plates. Uniformed servers to assist in serving the guests.	
Choice of Three Mains and three sides.	
MAINS - Filet Mignon Carving Station (uniformed chef) - Chicken Francaise (breaded golden cutlets with a lemon-butter sauce) - Spanish Seafood Paella	
SIDES - Mediterranean grilled vegetables - Yukon gold Mashed Potatoes - Truffle mushroom Risotto, 115 @ \$98.95	

ACTIVITY	AMOUNT
Custom Package CUSTOM PACKAGE (Continued)	0.00
<p>*Above prepared by PCS Culinary Staff in kitchen area. Pasta can be substituted as a side. A vegetarian option can be prepared for a select few at no additional cost. Children's Meals are \$39.95 each to include choice of a kids entree, beverage service, place setting, chair and cake. Vendor Meals are available at \$31.95 each.</p> <p>SERVICE: Professionally uniformed servers (1:16) + Busser. Uniform: black slacks, white or black shirt, black tie and black shoes. - Dedicated server assigned to the couple</p> <p>PLACE SETTINGS - Water goblet and champagne flute with gold high-polish flatware.</p> <p>CHARGER PLATES: Black-rimmed glass charger plates.</p> <p>LINENS: White matte floor-length linens for all dining tables, according to floor plan (many colors available). Folded premium linen napkins (black)</p> <p>WEDDING CAKE & MINI DESSERTS A 3-Tier Buttercream Cake (smooth, ripped, naked or semi-naked) with greenery and fresh floral accents. Flavors: 3rd tier - Vanilla 2nd tier - Coconut 1st tier - Dulce de leche</p> <p>- Includes a gold, silver, white porcelain or vintage amber glass stand. - Complimentary use of a cake cutting set & champagne flutes for pictures.</p> <p>CAKE CUTTING SERVICE - dessert plates and dessert forks.</p> <p>MINI DESSERT STATION Godiva brownies, Chocolate Chip cookies, French fruit tarts, Tiramisu cups, Baklava, and Key lime dessert shooters. Ice Cream add-on station</p> <p>TABLES: Choice of 60" Round and/or Rectangular tables, Couples sweetheart, entrance/gift, place seating, cake/dessert and/or service tables.</p> <p>CHAIRS: Black chiavari chairs with white cushions</p>	
Cocktail Tables Hightop Cocktail tables with floor-length matte linens (white), 6 @ \$40.00	240.00
Transportation Price - Super stretch Limo 5555 N Federal Hwy Ft. Lauderdale, FL 33308	0.00
Lighting Up lighting - Choice of color. Includes technician, set-up and color fading/transitions., 10 @ \$30.00	300.00
Cafe Lighting String Mediterranean Cafe Lights over cocktail area - 8-10 poles on outdoor terrace. *subject to walk-through, 1 @ \$800.00	800.00

ACTIVITY	AMOUNT
Planning Wedding Services - "MONTH-OF" Wedding Planning Package. Services include:	1,250.00
PLANNER & ASSISTANT	
<ul style="list-style-type: none"> • Schedule Rehearsal, and create "Day Of" and vendor time lines so all parties are on the same page and will carry the vision throughout the wedding • Maintain contact with the venue, prepare & submit floor plan, information and timeline to all vendors • Contact and coordinate vendors for the wedding and reception no less than 30 days prior to the wedding • Supervise and instruct your hired vendors for load-in, set-up, maintain requested floor plan, assistance with electrical or set-up issues. • Assist with items for the ceremony (i.e. programs), place cards for the reception, gift table and placement of favors. (Limitations apply) • Attend and organize the Wedding Rehearsal (1 hour). • Assist and cue bridal couple, wedding party and both families through the wedding procession and reception activities {toasts, dances, cake cutting, photos, etc.}. Maintain or make adjustments in timeline according to how the evening unfolds as per the couples' request. • Distribute final payments and/or gratuities to vendors from couple • Assist in gathering memorable items and decor of the couple at the end of the event. • Available to address and manage changes to the schedule for the evening. • Supervise breakdown and exit logistics. Conduct final walk-through at the end of the evening ensuring all items have been removed, areas cleaned and signed off for clearance on completion. *Credit will not be issued if any of the above is handled by another vendor or family member., 1 @ \$1,250.00	
Service Event Production / Staffing/ Gratuity (1 Chef, 2 sous chefs, 2 bartenders, 7 servers, busser/barback and Banquet Captain) Includes: <ul style="list-style-type: none"> - PCS Event Trucking Delivery & Set-up of all materials and equipment provided by PCS - Professional Culinary & Kitchen Staff On-site - Professional Uniformed Wait Staff and Catering Director on-site - Walk-through of site for floorplan and adjustments - Set-up of stations, place settings - Waste containers and removal of garbage - Constant maintenance of area for cleanliness - Complimentary Tasting for Bride & Groom (upon contract) - \$165 prior, credited to account thereafter - Certificate of Insurance with the event site as additional insured for catering and bar services, 1 @ \$2,882.44	2,882.44

ACTIVITY

AMOUNT

Contract Terms - Wedding

0.00

A \$2000 "Save the Date" Deposit will reserve the requested date and services stated above. ESTIMATE IS BASED ON CURRENT DATE AVAILABILITY. PROPOSAL IS VALID FOR 30 DAYS FROM DATE ISSUED UNLESS RESERVED BY ANOTHER CLIENT. DEPOSIT GUARANTEES TERMS, DATE AND SERVICES. Upon deposit, PCS Events will establish an installment payment plan according to couple's budget projection.

Decor, menu and services can be changed or added throughout the planning process. A final guarantee of guest attendance is required 21 days prior to event along with information for seating, vendor contacts, color choices, final menu and any other details necessary for planning proper execution of said event. Balance will be adjusted accordingly and is final. A 15% drop in attendance will be subject to an increase in fees of \$3pp. A 25% drop will be subject to an increase of \$5pp. FINAL BALANCE IS DUE ON 02/05/25. Accepted by cashiers check, Zelle, Venmo, ACH, wire or credit card. Credit card payments are subject to a 4% merchant processing fee. A damage authorization form is required for replacement fees of damaged, missing or broken items (i.e. linens, decor, glassware, furniture etc.) and any fees that may arise on the day of the event (i.e. extended event hours, additional liquor, special requests etc.). Please take precaution as candle wax causes permanent damage to linens. PCS is not responsible for damages incurred by guests at the event.

Additional fees may apply due to re-arrangement of floor plan, distances for load-in and load-out and/ or logistics due to severe weather conditions. It is the clients responsibility to address any possible weather conditions prior to the day of the event, either by securing a tent(s) with PCS or another vendor. PCS will not be held responsible for delays in set-up or inability to use decorative items due to inclement weather. Credit will not be given for unused items or inability to execute the event as a result of weather, venue closure, tardiness on behalf of the client/ guests or lack of attendance.

Cancellations will be accepted by letter or e-mail only. In order to receive a 50% refund, cancellation must be received 30 days prior to the event. Remaining credits will be refunded. Sales taxes, cost of special orders and credit card processing fees may apply. PCS Event Productions LLC shall not be held liable for damages for this agreement nor any delay, default or inability to perform the services of said agreement if such default, delay or inability is caused by events beyond such party's reasonable control including, but not limited to, acts of God, regulation or law or other action of any government or agency thereof, war or insurrection, civil commotion, venue cancellation or destruction, destruction or malfunction of production facilities, transportation or materials by earthquake, fire, flood or storm, labor disturbances, mechanical, epidemic, or failure of suppliers, staff, public utilities or common carriers. In such an instance, PCS Event Productions LLC will retain deposit and cost of any special orders for the event. All other credits will be refunded. PCS Events reserves the right to cancel an event 7 days prior to a possible natural disaster or within 10 days of such circumstance. In such case, a full credit will be granted to the client to re-schedule to an open calendar date. Holidays do not apply.

Due to climate/ seasonal changes and unforeseen circumstances of transportation/ delivery from other countries for flowers, PCS Events cannot guarantee flower varieties. If any situation should arise where the flower(s) chosen cannot be met, PCS Events will substitute a variety that is as close in color, style and cost as possible to that on the invoice.

ACTIVITY	AMOUNT
Contract Terms - Wedding 2 Client agrees to indemnify and hold harmless Contractor and its employees, agents and independent contractors for any injury, property damage, liability, claim or other cause of action arising out of or related to services provided herein. PCS will not be held liable for any subsequent outbreaks after event as related to COVID. As per Miami-Dade County health code rules regarding COVID-19, free-standing portable hand sanitizer stations will be available for guests and for service staff. Service staff will abide by code at the time of the event. Gloves will be used by food handlers and safe hand washing procedures. PCS Events is a professional event service company with staff trained in restaurant/hospitality and the event industry. Family members and/or friends cannot be assigned to oversee or assist in event preparations/ execution on behalf of the staff. The Parties mutually agree not to make public defamatory statements that would materially harm the reputation or business activities of any Parties to this Agreement. Fees apply for same day set-up, 6 hour event, 1.5 hour breakdown subject to walk-through of site. A \$800/hr (or a fraction thereof) fee will apply to extending service. for service with staff and bar services. Venues without cooking facilities will have a \$275 fee added to the event cost for portable ovens, hot boxes, prep tables, ice and coolers necessary to produce menu Florida and Miami-Dade sales tax (7%) will be added to the invoice upon final guest guarantee. WE LOOK FORWARD TO WORKING WITH YOU!	0.00

CONGRATULATIONS!

TOTAL DUE	\$16,851.69
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