

PCS Event Productions LLC

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BILL TO

Diana & Evan
929.923.2696

SHIP TO

The Vintage Observatory
300 SW 18 Terrace, Rooftop
Miami, FL 33129
Krystal 786.390.7358

INVOICE 3521

DATE 07/28/2024 **TERMS** Save the date/
Installments

DUE DATE 08/31/2024

SHIP DATE

04/05/2025

SHIP VIA

Delivery

SALES REP

KN - BA

ACTIVITY

AMOUNT

Event Description

WEDDING CEREMONY & RECEPTION
April 5, 2025 (Saturday) Sunset 7:39 PM
Time 5 PM to Midnight (7 hours)

0.00

BASED ON 100 ADULTS - adjusted +/-
3 weeks before the wedding according to RSVP's

Ceremony Chairs

White padded ceremony chairs
*Removal of chairs upon ceremony completion, 100 @ \$3.95

395.00

Ceremony - Wedding Arch/ Arbor

Wedding Arch/ Arbor -- 2 post, White arch frame
Floral:

- Lush flowers. Bright greenery base with a combination of white roses, hydrangeas and spray roses with baby blue hydrangeas and blue delphinium., 1 @ \$880.00

880.00

Flowers

WEDDING PARTY FLOWERS *Please submit pictures for reference on design and pricing adjustments, if needed

470.00

BRIDAL BOUQUET

- A garden-style loosely set bouquet (sized to the bride) with a combination of white garden roses, white sweetheart roses, lisianthus, white ranunculus, baby blue delphinium, and italian ruscus. White satin ribbon and pearl pins

A Complimentary throw Bouquet

GROOM'S Boutonniere - to match the bride

White sweetheart roses, baby blue delphinium, and italian ruscus.

4, BRIDESMAIDS BOUQUETS - Nosegay bouquets of the same variety

4, GROOMSMEN BOUTONNIERE'S

BOUTONNIERE - Evan's Father, 1 @ \$470.00

PCS EVENTS 14182 SW 139 CT. MIAMI, FL 33186
(305) 223.3361 MAIN LINE / (305) 233.3202 FAX

ACTIVITY	AMOUNT
Ceremony Decor	360.00
Aisle Decor - Each piece (20-24")	
Backdrop Floral Installations (set behind the chairs of the last row)	
Floral variety: White and baby blue hydrangeas, white roses, white sweetheart spray roses, blue delphinium and white stock, with italian ruscus.	
*Repurposed to the long tables after the ceremony, 4 @ \$90.00	
Custom Package	7,795.00
CUSTOMIZED WEDDING CATERING PACKAGE	
BASED ON 100 GUESTS @ \$77.95/pp	
WELCOME WATER STATION	
- Citrus Water (oranges/ lemons-limes)	
- Cucumber-mint	
*Moved to bar area after the ceremony	
BAR/ BEVERAGE STATION - Alcohol provided by the venue.	
PCS to provide bar set-up, glassware or acrylic (cocktail, whiskey, wine, champagne flutes), bar equipment, assorted sodas (Coke, Diet Coke , Sprite, club soda, tonic, ginger ale), juices (orange, cranberry, pineapple), water, fruit garnish, ice, coolers and tray jacks for used glassware.	
- 2, Professional Bartenders	
BUTLER PASSED HORS D'OEUVRES (4) - Passed for one hour by uniformed servers on modern white platters with floral accents to match theme.	
SAMPLE MENU	
- Angus burger sliders with Seasoned waffle fry baskets	
- Bruschetta with roma tomato, olive oil, fresh basil, garlic and balsamic vinaigrette	
- Sopa de platano, topped with chicharon crumbles and mariquita strip (tulip shotglass)	
- Queso frito with tortilla	
DINNER MENU	
MULTI-LEVEL BUFFET - Includes tables, linens, chafing dishes, greenery and candle decor. rolled flatware - silver (dusty blue satin napkins). Uniformed servers to assist in serving the guests.	
SALAD: - Garden Salad with choice of two dressings & Ensalada de Repollo (Cole Slaw)	
- Churrasco, with chimichurri (Carving Station, uniformed chef to carve)	
- Chicken Marsala, Marbella or Piccata	
- Yukon-gold Mashed Potatoes	
- Penne a la vodka pink sauce, with fresh basil and parmesan	
- Garlic sauteed green beans	
- Mediterranean grilled vegetables	
*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 \$34.95 each to include choice of a kids entree, beverage service, place setting, chair and cake. Vendor Meals are available at \$31.95 each., 100 @ \$77.95	

ACTIVITY	AMOUNT
Custom Package CUSTOM PACKAGE (Continued)	0.00
SERVICE: Professionally uniformed servers (1:18) + Busser. Servers dressed in black formal attire. - Dedicated server assigned to the couple	
LINENS: White linens for the sweetheart, entrance and/or cake/dessert tables at the venue. Choice of color. Choice of table runner (for the long tables) - dusty blue cheesecloth runners.	
WEDDING CAKE A 2-tier Buttercream Cake (smooth) with greenery and/or floral accents . Choice of two flavors - golden vanilla, chocolate. - Complimentary use of a cake cutting set & champagne flutes for pictures. - White porcelain cake stand	
CAKE CUTTING SERVICE - dessert plates and dessert forks.	
PASSED MINI DESSERTS: Tres leches dessert shooters, Strawberry Cheesecake and Oreo Cheesecake dessert shooters.	
CAFECITO FOUNTAIN (set on the bar), with shot glasses	
Cocktail Tables Hightop Cocktail tables with floor-length matte linens (white), 4 @ \$35.00	140.00
Flower Arrangements CENTERPIECES/ DECOR	950.00
Floral variety: White and baby blue hydrangeas, white roses, white sweetheart spray roses, blue delphinium and white stock or snapdragon with bright and eucalyptus variety greenery.	
ENTRANCE TABLE Medium arrangement set in a glass or silver pedestal urn. - Glass terrarium envelope box	
LONG TABLES *Repurpose ceremony aisle floor pieces Centered with shaded taper (gray-blue) and pillar candle clusters on each side of the arrangement.	
8, COCKTAIL TABLES Accent arrangement with 3, glass votive candles on each. *same floral variety	
COUNTER (City backdrop) 8, Clusters of 3 dusty blue pillar candles set on single silver candelabras, and 2 shaded white taper with accent small /med floral arrangements in-between	
6, White-washed Gray Accent Lanterns (approx. 20" tall) for corners and lounge furniture ends/ white tables.	
*Vases and decor are rented to the client and are not to be removed from the event space. Guests are welcome to take flowers at the end of the evening, 1 @ \$950.00	
Delivery/Pick-up FLORAL/DECOR (Delivery, Set-up/ Breakdown) - Floral transport to the venue in an air-conditioned van	250.00
- Pre Event Set-up, post event packing and removal of floral and decor at the end of the evening., 1 @ \$250.00	

ACTIVITY	AMOUNT
Planning Wedding Services - PARTIAL PLANNING SERVICES	1,250.00
PLANNER & ASSISTANT	
<ul style="list-style-type: none"> • Vendor recommendations, research and review of proposals by request. • Budget projection with guided assistance on budget-friendly options • Transportation coordination, assistant at hotels as needed. • Contact by call or text Mon – Sat. 9 am – 7 pm • Create "Day Of" and vendor timelines 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 all vendors for the wedding and reception no less than 28 days from the wedding • Greet & Oversee your hired vendors for set-up, maintain requested floor plan, instruct as to the Rules & Regulations of the venue, assistance with electrical or set-up issues. • 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 any changes or situations that may arises throughout the event • Conduct final walk-through with closing manager at the end of the evening or lock venue and return keys to the facility office on the clients behalf the next business day. • *Credit will not be given if any of the above is handled by another vendor or family member., 1 @ \$1,250.00 	
Service Event Production / Staffing (1 Chef, 2 sous chefs, 5 servers, 2 bartenders, Coordinator) 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 - Walk-through of site for floor plan and adjustments - Set-up of stations, place settings - Waste containers and removal of garbage throughout the evening - Constant maintenance of area for cleanliness - Breakdown and cleaning upon completion - Complimentary Tasting for Bride & Groom (upon contract) - \$160 prior, credited to account thereafter - Certificate of Insurance with the event site as additional insured, 1 @ \$1,758.42 	1,758.42

ACTIVITY

AMOUNT

Contract Terms - Wedding

0.00

A \$1500 "Save the Date" Deposit was received via Zelle on 08/07/24. 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 30 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 \$5pp. A 25% drop will be subject to an increase of \$7pp. FINAL BALANCE IS DUE 3 WEEKS BEFORE THE EVENT (03/18/25), before 5 pm on the due date. ANY ADD-ONS ARE DUE 2 WEEK PRIOR TO THE EVENT. In the event Client fails make payment by the date and time stated herein in either case above, Client grants to Caterer the right to cancel this contract in writing using the email on file. Payments are accepted by Zelle, Venmo, ACH, check 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, 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.

ACTIVITY	AMOUNT
Contract Terms - Wedding 2 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. 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. 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, 7 hour event, 1.5 hour breakdown subject to walk-through of site. A \$1000/hr (or a fraction thereof) fee will apply to extending the event with staff and bar services. Venues without cooking facilities will have a \$225 fee added to the event cost for portable ovens, hot boxes, prep tables, ice and coolers necessary to produce menu.(Waived) 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!

PAYMENT

1,500.00

TOTAL DUE

\$12,748.42