

Final Costs as at 20 March 2017
International Women's Day - Mayoral High Tea 2017

The Willows, Friday 10 March, 2017

EXPENDITURE (Excl GST)	Final Cost
Food & Beverage	
Catering (including equipment)	\$ 4,345
Beverages (including ice & equipment)	\$ 3,340
Wait staff (including delivery)	\$ 2,626
	\$ 10,311
Venue Dressing	
Furniture - Tables, chairs, shade umbrellas, display boards	\$ 2,326
Soft furnishings - linen	\$ 674
Bunting	\$ 474
Flowers & hand cream	\$ 552
	\$ 4,026
Entertainment	
Music - three piece	\$ 885
Garden Games & Lemonade stand	\$ 240
	\$ 1,125
Printing	
Invitation concept design	\$ 400
Print Invitations	\$ 137
Thank you cards - design	\$ 180
Thank you cards - print	\$ 106
	\$ 823
Other	
Thank you Gift - Biscuits x 120pax	\$ 615
	\$ 615
Total Expenditure ex GST	\$ 16,901
Total Cost ex GST	\$ 16,901