##

**Food and Beverage Cost Estimates**

Updated November 2019

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| **Type of Event** | **Menu Cost** | **Other Costs** | **Beverage Costs** | **Ordering Tips** |
| **Breakfast** |  $15-$20 pp | Staffing, venue, rentals (linens, tables, etc.), AV, F&B service fee (15%), taxes | People usually drink 2 beverages on average – either juice, coffee, tea, etc.Always serve water. | Determine whether you’d like to serve a hot or cold breakfast. Cold breakfasts are typically more cost effective and fast.  |
| **Lunch** | Sit down lunch at the DAC$34 pp plated$30 pp buffet | Staffing, venue, rentals (linens, tables, etc.), AV, F&B service fee (15%), taxes | Estimate 1 glass of wine pp for 75% of guests.Estimate 1 non-alcoholic beverage per guest.Estimate 1 cup of coffee/tea for 50% of guests.Always serve water. | Offer a main entrée (about 5 oz.) with 2 – 3 sides, including a starch, vegetable and a dessert.Offer a selection of drinks, including lemon water, tea, coffee, wine, beer, etc. (alcoholic beverages optional for lunch events)If you’re serving sandwiches, order 1 – 2 per person. |
| **CocktailReception** | $25-$50 pp | Staffing, venue, rentals (linens, tables, etc.), AV, F&B service fee (15%), taxes | Estimate 2 glasses of wine per person for 75% of guests.Estimate 1 cup of coffee/tea for 50% of guests.Always serve water. | For an evening function scheduled during dinner, serve 8 – 12 hors d'oeuvres per person. For other functions not scheduled near a main meal, serve 6 – 8 hors d’oeuvres per person. |
| **Dinner** | 3 course dinner at the DAC$45-$75 pp | Staffing, venue, rentals (linens, tables, etc.), AV, F&B service fee (15%), taxes | Estimate of 2 glasses of wine per person for 75% of guests.Estimate 2 non-alcoholic beverages for 75% of guests.Estimate 1 cup of coffee/tea for 50% of guests. Always serve water. | If you are serving pre-dinner appetizers, plan on 3 – 5 hors d’oeuvres per person, depending on the number of courses. Choose lighter options as dinner will follow. Plan on a main entrée (5 – 7 oz.) and 2 – 3 sides, either vegetables, potatoes, legumes, pasta, etc.Offer small portions of bread, salad, or soup to start.For dessert, plan on 1 - 3 servings per person. Offer one slice of cake, tart or pastry, or 4oz of a creamy dessert e.g. mousse. If you have a large variety, serve smaller portions. Coffee consumption peaks after dessert is served. |
| 3 course dinner at a hotel e.g. Four Seasons$60-$80 pp | Staffing, venue, rentals (linens, tables, etc.), AV, F&B service fee (15%), taxes |
| Catered dinner in a venue not set up for a dinner event$65-$85 pp | Staffing, venue, rentals (linens, tables, dishware, serving equipment, etc.), AV, F&B service fee (15%), taxes |