## 

**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. |
| **Cocktail Reception** | $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 |