

Event Venue Budget Worksheet

If you are trying to figure out what venue you can realistically afford, this worksheet helps you map the numbers before you tour or request quotes. Use it to separate fixed costs, per-guest costs, and the venue fees that can change your total, because the real number depends on the date, the city, the guest count, and what is included.



A free guide from VenueGather. We help people plan events and get matched, at no cost, with venues near them. We are not a venue or event operator. Learn more at venuegather.com.

What this free venue budget worksheet helps you do

The Event Venue Budget Worksheet is a free download you can use to estimate how much room you have for the venue itself and the costs tied to it. It is built for weddings, quinceañeras, corporate events, birthday parties, cultural celebrations, and religious events.

Instead of looking at one big number, the worksheet helps you break your budget into the parts venues usually price separately:

- Fixed costs, such as room rental, ceremony fee, security, staffing, parking, rentals, or cleaning
- Per-guest costs, such as catering, bar service, cake cutting, chair covers, or additional place settings
- Common venue fees, such as service charges, taxes, food-and-beverage minimums, overtime, deposits, and cancellation terms
- Optional add-ons, such as upgraded linens, AV, valet, late-night snacks, or extra setup time

That matters because two venues can look similar at first and still land very differently once fees and guest count are added in. A ballroom that starts at \$4,000 may end up costing more than a venue that starts at \$6,500 if catering minimums, service charges, and rentals are handled differently.

Use the download button on this page to save the worksheet, fill it out, and bring it with you when you tour venues or compare proposals.

What is inside the download

The worksheet is designed to be practical, not complicated. It gives you a place to write down your target budget, your must-haves, and the costs that are easy to miss when you are moving quickly.

Inside, you can expect space to track:

- 1 Your total event budget
- 2 Your venue budget target
- 3 Estimated guest count, because even a small change in headcount can shift catering, rentals, staffing, and bar totals
- 4 Base venue charges, including rental periods and what spaces are included
- 5 Food and beverage costs, whether in-house, preferred caterer, or outside catering
- 6 Extra fees and fine print, including service charges, taxes, security, corkage, cleanup, setup, rehearsal time, and overtime
- 7 Deposit and payment schedule, so you know what may be due before the event
- 8 Notes for comparing venues, including questions to confirm in writing

This tool is especially helpful if you are planning from another city or from outside the United States and need a clear list of what to ask each venue. It can also help families planning together in more than one language stay on the same page.

If you want help finding places to compare after you fill it out, you can use VenueGather's free matching service.



How to use the worksheet before you book anything

Start with the number you can comfortably spend, then work backward. The worksheet works best when you use it before you fall in love with a room that does not fit the rest of your budget.

A simple way to use it:

- 1 Write down your budget range, not just your ideal number.
- 2 Estimate your guest count as honestly as you can. Venue costs often rise quickly as the list grows.
- 3 List what must be included. For example: catering, ceremony space, parking, AV, tables and chairs, or cultural setup needs.
- 4 Check whether pricing is flat, per person, or tied to a minimum.
- 5 Add fees separately. Service charges and taxes can change the total more than many hosts expect.
- 6 Ask what is not included. Rentals, security, bartenders, kitchen access, vendor meals, and overtime are common examples.
- 7 Confirm everything in writing before you pay a deposit.

Typical venue-related ranges can vary widely. For example, a simple private room rental may start around \$1,000 to \$5,000, while a full-service wedding or large celebration venue package can run \$8,000 to \$25,000+ before upgrades. Per-person catering might be \$25 to \$150+ depending on

service style and market. These are examples, not quotes. The real number depends on the date, the city, the guest count, and what is included.

If you need help thinking through the numbers, our guide on how to set an event venue budget is a good next step.

Why this worksheet makes venue shopping easier

Most hosts are not comparing venues line by line every week. This worksheet gives you a consistent way to evaluate options so you can make a decision with fewer surprises.

It helps you:

- Compare venues fairly, even when proposals are structured differently
- Spot hidden costs early, before you commit to a tour or deposit
- Keep family members or coworkers aligned on budget priorities
- Prepare better questions for venue managers
- Avoid choosing based only on the starting price

That is useful whether you are planning a wedding, quinceañera, work event, holiday party, community banquet, or a cultural or religious celebration with specific traditions to accommodate.

The download is free, and VenueGather matching is also free to the host. You share your event details, compare your options, and choose who to contact and book. Availability and pricing always come from the venues, so confirm the final terms in writing.







Common questions

Is the worksheet really free to download?

Yes. The worksheet on this page is a free download. You can save it and use it to organize your venue budget before you request quotes or tour spaces.

Does the worksheet give me an exact venue price?

No. It helps you estimate and compare costs, but it is not a quote. Actual pricing depends on the date, the city, the guest count, and what is included. Venues set their own prices, fees, and availability.

Who should use this worksheet?

It is useful for anyone planning an event with a venue budget, including weddings, quinceañeras, corporate events, birthday parties, family celebrations, and cultural or religious events. It is also helpful if multiple people are involved in the decision or if you are planning from another city or country.

What should I confirm with a venue after I use the worksheet?

Confirm the full price breakdown in writing, including rental time, guest minimums, food-and-beverage minimums, service charges, taxes, deposit amount, payment schedule, overtime rates, cancellation terms, and what is included versus extra. The worksheet helps you ask those questions, but the venue must confirm the final details.

VenueGather is a free matching service, not a venue, caterer, or event operator. We do not host events, set venue prices, or guarantee that any venue is available on your date. The information here is general and educational, not legal or financial advice. Costs vary by date, city, guest count, and what's included; the ranges shown are typical examples, not quotes. Always tour the venue, confirm price, availability, and all terms in writing, and read the full contract before you pay a deposit.