



Tampa Letter Carriers Hall NALC Branch 599

3003 W Cypress Street, Tampa FL 33609 ♦ 813.877.4785 or 813.875.0599 ♦ nalc599@verizon.net

Deposits

Hold Date Deposit is \$392.33 [\$366.67 +tax \$25.66]. Required to hold the date and is deducted from the total amount of rental. It is nonrefundable. If you cancel, the deposit may be refunded only if we are able to schedule another function on that date.

Damage Deposit is \$500 and will be refunded within 5 business days after the function if no damage was incurred.

Kitchen Deposit is \$100 and will be refunded within 5 business days if the kitchen is cleaned.

Extra Fees

Extra setup time [more than 3 hours] is \$50 per hour.

Extra event time is \$361.50 per hour.

Extra event time after 12 AM [midnight] is \$461.50 per hour. Extra hours must be added and paid for at least one business day prior to the date of the function.

Please make checks payable to:

NALC Branch 599

Hall Rental

Hall rental is for a 4-hour function, plus setup and removal time, totaling 8 hours.

- ♦ 3 hours immediately preceding the function is for setup.
- ♦ 1 hour after the function is for vacating [taking any decorations you wish to keep and for your caterer and sound equipment removal].
- ♦ **All functions must end by 2 AM.**

Furniture

- ♦ One basic setup of tables is included [see chart].
- ♦ 8-foot banquet tables and chairs are included.
- ♦ 5-foot round tables are available at \$6 per table.
- ♦ Covering tables and decorating is your responsibility.
- ♦ **Seating Capacity: 500**

Mandatory Security

Two Tampa Police Department officers on extra duty roster will provide security at your function from start of event through the 1-hour removal time for \$369.

Total for a 4-hour Event

Hall Rental	\$1,100.00
Tax	77.00
Security	369.00
Kitchen Deposit	100.00
<u>Damage Deposit</u>	<u>500.00</u>
Total	\$2,146.00

All events that start at 10 PM or later.

Hall Rental	\$1,500.00
Tax	105.00
Security	369.00
Kitchen Deposit	100.00
<u>Damage Deposit</u>	<u>500.00</u>
Total	\$2,574.00