



Tampa Letter Carriers Hall NALC Branch 599

3003 W Cypress Street, Tampa FL 33609 ♦ 813.877.4785 ♦ bldg.mgr@nalc599.com

Total for a 4-hour Event

Hall Rental	\$1,550.00
Tax	108.50
Security	387.00
Kitchen Deposit	100.00
Damage Deposit	<u>500.00</u>
Total	\$2,645.50

Deposits

Hold Date Deposit is \$400. 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 include expenses and taxes
Extra setup time [more than 3 hours] is \$55.00 per hour.

Extra event time is \$495.25 per hour.
Extra event time: Extra hours must be added and paid for (money order or cashier's check) at least one week 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, setup and removal time, totaling 8 hours.

- ♦ Setup – 3 consecutive hours prior to the function.
- ♦ 1 hour after the function is for vacating [taking any decorations you wish to keep, removing any debris from tables and for your caterer and sound equipment removal].
- ♦ **All functions must end by 2 AM.**

Furniture

- ♦ Includes setup of tables according to request.
- ♦ 8-foot banquet tables or 5-foot round tables and chairs are included.
- ♦ Covering tables and decorating is your responsibility.
- ♦ **Seating Capacity: 375**

Electricity 220 volt power is not available, any Lessee allowing the usage of the 220 volt power supply for the DJ or anyone else will forfeit the entire damage deposit.

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 \$387.