

EVENT PRICING SHEET

Event Name		Event Date	
Client Name		Email	
Client Phone		Attendance	
		Set-up	
Address		Start Time	
City/State/Zip		End Time	

Weekend/Holiday	4 Hours	8 HOURS	12 Hours	Room Lease Costs
Main Room	\$400	\$700	\$1,000	
Meeting Room	\$250	\$450	\$650	
Kitchen	\$150	\$150	\$150	
All Facility Rooms	\$800	\$1,300	\$1,800	
Sub-Total				\$0.00

Monday-Thursday	4 Hours	8 HOURS	12 Hours	Room Lease Total Costs
Main Room	\$200	\$300	\$500	
Meeting Room	\$100	\$150	\$200	
Kitchen	\$150	\$150	\$150	
All Facility Rooms	\$450	\$600	\$850	
Sub-Total				\$0.00

Rates for Additional Time				Additional Time Costs
Rates for More Time	Per Hour	# of Hours		
Add'l. Rm Hour MON-THURSDAY	\$50			\$0.00
Add'l. Rm Hour WKEND/HOLIDAY	\$100			\$0.00
Sub-Total				\$0.00

Prices for Additional Services				Additional Services Costs
Prices for Additional Services	Per Hour	# of Officers	# of Hours	
Security 5 hr. min/ FMPD Police Detail <i>(This is Mandatory for Events after 5:00 pm)</i>	\$50.00			\$0.00
Audio/ Visual Technician (3 hr. min.)	\$50.00			\$0.00
Sub-Total				\$0.00

Leased Space Total Cost	\$0.00
6.5% Sales Tax (Taxes for Leased Space only)	\$0.00
Prices for Insurance Coverage	
Event Liability Insurance Min. / Insurance Rate + 10% Process Fee (See Tulip Insurance Premium Attached)	

Sub-total FULL Rental Package with Insurance	
Sub-Total Due for Rental , Security, Insurance and Audio/Visual Tech	\$0.00
Detailed Explanation of Deposit and Service Fees	
Administration Fee	\$150.00
No Damage Refundable Deposit	\$100.00
Deposit Sub-Total	\$250.00
TOTAL DUE	\$250.00

Florida Sales and Use Tax Sales Tax
Each sale, admission, storage, or rental in Florida is taxable, unless the transaction is exempt. Sales tax is added to the price of taxable goods or services and collected from the purchaser at the time of sale. Florida's general state sales tax rate is 6.5%. Website: <https://floridarevenue.com/taxes/Pages/default.aspx>

By signing this pricing sheet that this is not a binding contract. This is only used to confirm the estimated costs at the time of the reservation request. All event must be reviewed and approved by the HACFM Risk Manager before the event can be confirmed.

Lessee: _____ Date: _____
Carrie Robinson Center representative: _____ Date: _____