

# CLIPPER ROOM FEE SCHEDULE

## FULL USE - BANQUETS AND PARTIES \*\*

MONDAY - THURSDAY	4 HOURS	\$200.00	ADDITIONAL HOUR	\$75.00
FRIDAY-SUNDAY*	4 HOURS	\$500.00	ADDITIONAL HOUR	\$100.00

\*Beginning May 1st, 2022, Friday and Saturday are reserved for events serving alcohol.

Non-alcohol events who want to rent on the weekend may rent on Sunday only.

## PARTIAL USE NON-PROFIT, MEETINGS \*\*

1/2 DAY, 4 HOURS	\$100.00
FULL DAY, 8 HOURS	\$100.00

## PARTIAL USE, PRIVATE MEETING, SMALL CONFERENCE\*\*

FULL DAY - 8 HOURS	\$200.00
HOURLY	\$50.00 PER HOUR, 3 HOUR MINIMUM

**\*\*ALL EVENTS WILL BE CHARGED \$50.00 TO SET UP AND CLEAN THE FACILITY**

**\*\*TAX WILL BE CHARGED ON ANY ROOM RENTAL WITH THE EXCEPTION OF TAX EXEMPT ORGANIZATIONS**

### PLEASE NOTE:

The maximum capacity is **100 people**. Weddings and events where there will be a head table or full band will be limited **to 80 people - strictly enforced.**

The room is equipped with bare tables and chairs. The permit holder or caterer must provide all linens, tableware, etc. Decorations are also the responsibility of the permit holder. The kitchen is for food staging only. No cooking is allowed. A licensed caterer must provide all food; a copy of the caterer's license or safe serv certification must be on file with the Hammond Marina Office prior to the event.

**Decorating: The Port Authority allows 3 hours for decorating (prior to the event) at no charge. Any time over the 3 hours will be charged \$100.00 per hour to be paid by the Permit Holder.**

All fees may be charged on credit cards. A **15% charge will be deducted from a refund** charged on a credit card.

Marina or Port Authority sponsored events will not be charged rentals. However, deposits and fees for cleanup and security do apply.

The Port Authority Building, including the Clipper Room is a **NON-SMOKING** facility. Smoking is permitted in designated areas, outside the building.

### ALL FEES ARE SUBJECT TO CHANGE

Please see the Clipper Room Rules and Regulations for further information and restrictions.