## 2022 Bremerton Elks BPOE #1181 Room Rental Rates Members/ Member Sponsored

Room rental is for five (5) hours. We do not include any time used for decorating as part of that five hours. If your event goes over the five hour time limit, the hourly room rate will be 25% of the room rental per hour thereafter.

| Location | Entire Building | | Lodge Room (closed off) | | Dining / Bar / Dance Floor | | Gazebo | | Meeting Room | |
|---|---|---|---|---|---|---|---|---|---|---|
| Day of Week | Mon-Wed | Fri Sat & Sun | Mon-Wed | Fri Sat & Sun | Mon-Wed | Fri Sat & Sun | Mon-Wed | Fri Sat & Sun | Mon-Wed | Fri Sat & Sun |
| | $900.00 | $1,000.00 | $200.00 | $400.00 | $600.00 | $800.00 | $100.00 | $120.00 | $50.00 | $75.00 |
| Additional Fee per hour if available | $225.00 | $250.00 | $50.00 | $100.00 | $150.00 | $200.00 | $25.00 | $30.00 | $12.50 | $18.75 |

**Beverage Service is available. Catering is allowed. Limited Food Service may be available. Set-up fees based on type of event and number of guests.**

**A deposit is required to hold the date. (Details about the deposit refund/application to cost will be in the contract). Balance and damage deposit due 10 days prior to event. Linens cost is NOT included in room rental.**

## 2022 Fees Luncheon (once a month type events)

### Any Luncheon lasting more than 3 hours will need Chairman of the House approval

**Member/Member sponsored luncheon: $100.00 / Per Hour. Number of hours: Total Cost:**

**1. Set up/Break down fees: Minimum $25 for 30 or less people, ($25 additional fee for every additional 30 people) up to $150 based on attendance and size of set up.**

**Setup fee Total Attendee's Total cost:**

**2. Linens: See below**

**Table clothes $7.00 each Total number:_____ Total cost:_____.**

**Cloth napkin 0.25 each Total number:_____ Total cost:_____.**

**Cloth chair cover $2.00 each Total number:_____ Total cost:_____.**

**Linens Total cost of linens:**

**3. Bartender: $25.00 per hour. Total hours requested: Total cost:**

**4. Plate rental for cake/dessert service if customer is bringing in their own ($1 a setting) Total setting: Total cost:**

**5. Events may be catered by professional caters approved by the Lodge. If disposable service is used, a $1 per plate/seating will be charged to defray clean up and trash costs of the facility. Total plates: Total cost:**

**6. If rental of Lodge cutlery/plates is desired. The following fee schedule may be used: Charge $3 per setting (setting includes dinner plate, salad or dessert plate, bread plate, dinner fork, knife, teaspoon, butter knife, and dessert fork/spoon) Total settings: Total cost:**

**7. Additional Staff/Servers $20.00 per hour per person: People needed:____ Total Hrs. Total cost:**

**8. All events with food service provided by the Lodge will be a charged at 20% gratuity if paid waitstaff are used. Kitsap County Sales Tax will be charged if food is provided by the Lodge**

**NOTE: Celebration of Life events for FALLEN ELKS will not be charged rent or gratuities. We have a new committee that will work ALL labor (minus cooking) for this event - please coordinate with Hospitality Chair.**

Date created Sept 20 2022