



LARGE EVENT PRICING

Saturday

\$6,000

(\$5,000 Jan-Mar)

Fri / Sun

\$5,000

(\$4,000 Jan-Mar)

Weekday

\$3,000

(\$2,500 Jan-Mar)

THIS PACKAGE INCLUDES

- Banquet space for up to 250 guests seated (400 standing)
- Exclusive access to the venue starting at 9 am
- Generous five hour event time with additional hour for breakdown
- Access to upper and lower level banquet areas
- Full-service warming kitchen
- Total of five guest restrooms
- (25) 5ft round tables, (6) 6ft banquet tables, (4) 8ft banquet tables, (2) 3ft rounds, (7) cocktail tables, (2) wooden bars
- 250 mahogany chiavari chairs with ivory cushions
- Breakdown of tables & chairs following event conclusion
- Customizable event lighting
- Helpful on-site staff and event security
- Convenient gated parking lot

WWW.THEHISTORICPOSTOFFICE.COM

info@thehistoricpostoffice.com | (757) 848 - 3885



MEDIUM EVENT PRICING

Saturday

\$4,000

(\$3,500 Jan-Mar)

Fri / Sun

\$3,000

(\$2,500 Jan-Mar)

Weekday

\$2,000

(\$1,500 Jan-Mar)

THIS PACKAGE INCLUDES

- Banquet space for up to 150 guests seated (200 standing)
- Generous five hour event time
- One set-up hour prior to event and one break-down hour following event
- Exclusive use of lower level banquet area
- Full-service warming kitchen
- Guest restrooms
- (25) 5ft round tables, (6) 6ft banquet tables, (4) 8ft banquet tables, (2) 3ft rounds, (7) cocktail tables, (1) wooden bar
- 150 mahogany chiavari chairs with ivory cushions
- Breakdown of tables & chairs following event conclusion
- Customizable event lighting
- Helpful on-site staff and event security
- Convenient gated parking lot

*Note: weekend dates
can be booked no earlier
than 3 months prior

WWW.THEHISTORICPOSTOFFICE.COM

info@thehistoricpostoffice.com | (757) 848 - 3885



SMALL EVENT PRICING

Saturday

\$2,000

(\$1,500 Jan-Mar)

Fri / Sun

\$1,500

(\$1,250 Jan-Mar)

Weekday

\$1,000

(\$750 Jan-Mar)

THIS PACKAGE INCLUDES

- Banquet space for up to 50 guests seated (100 standing)
- Generous five hour event time
- One set-up hour prior to event and one break-down hour following event
- Exclusive use of lower level banquet area
- Guest restrooms
- (25) 5ft round tables, (6) 6ft banquet tables, (4) 8ft banquet tables, (2) 3ft rounds, (7) cocktail tables, (1) wooden bar
- 50 mahogany chiavari chairs with ivory cushions
- Breakdown of tables & chairs following event conclusion
- Customizable event lighting
- Helpful on-site staff and event security
- Convenient gated parking lot

*Note: weekend dates
can be booked no earlier
than 3 months prior

WWW.THEHISTORICPOSTOFFICE.COM

info@thehistoricpostoffice.com | (757) 848 - 3885



A L A C A R T E M E N U

SERVICES

- Coordination Services | \$2,500 | Inquire with HPO staff for details
- Set Up Services | \$225 | Set up of tables and chairs prior to event
- Additional Event Hours | \$250 per hour | Additional hours beyond the included 5 hours of event time

RENTALS

- Custom Backdrop | \$150 per unit | Boxwood, floral, sequins, velvet options available
- Complete Lighting Package | \$500 | 30 uplights, 30 pinspots, and 1 custom GoBo
- Uplights | \$200 | Includes 30 uplights to illuminate the venue in selected colors
- Pinspots | \$200 | Includes 30 pinspots to illuminate centerpieces, cake, etc.
- GoBo | \$250 | Your names or custom logo illuminated on the wall
- Ivory Linens | \$14 per linen | Floor length ivory linens available for all HPO tables
- Napkins | \$.50 per napkin | Various color options available
- 12' Farm Tables | \$75 per table | Up to 2 tables available
- Wooden Arch | \$150 | One rectangular ceremony arch available

OUTDOOR RENTALS

- Cocktail Table with Umbrella | \$50 per table | Up to four tables available
- Cornhole Set | \$50 | One HPO cornhole set available; includes bags
- Pedestal Fan | \$25 per fan | Up to four fans available
- Propane Heater | \$50 per heater | Up to two heaters available

WWW.THEHISTORICPOSTOFFICE.COM

info@thehistoricpostoffice.com | (757) 848-3885