



# CITY OF MELROSE

## SOLDIERS & SAILORS MEMORIAL BUILDING

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### **MEMORIAL HALL RENTAL INFORMATION** **(Please keep this letter for your files)**

1. To confirm your booking, please complete the Building Rental Application and return to [memorialhall@cityofmelrose.org](mailto:memorialhall@cityofmelrose.org), (signature required on page 7), with a non-refundable 50% deposit. Photos of the application are not accepted. For your convenience, you may pay online at [www.cityofmelrose.org](http://www.cityofmelrose.org) Online Payment section. [Memorial Hall Online Payment](#). After reviewing your application, if applicable, we will accept and sign your application. The signed rental contract will be emailed to you. Final payment is due 8 weeks before your event. Balance is non-refundable if cancelled within eight weeks of the event or rehearsal.
2. The event rental fee, not rehearsals, includes set-up and use of the chairs and tables, onsite custodial staff, and full use of the commercial kitchen. Rehearsals are defined as stage & dressing room use only, not open to the public, cannot be used as setup time for event and no setup or tear down required by Memorial Hall staff.
3. Your licensed caterer or your event staff, (a Food ServSafe certified person must be in charge and onsite), is responsible for the cleanup of the kitchen as per Food ServSafe regulations and for the cleanup of the tables during and at the end of your event. The following items are available for your use during the EVENT, not rehearsals. Quantity used determined by city building code:
  - a. 60-inch round tables: able to accommodate up to 8-10 seats/table
  - b. 8' banquet tables: able to accommodate up to 8 seats/table
  - c. 2.5' x 2' café tables: able to accommodate up to 4 seats/table
  - d. brass and wooden easels
  - e. (3) wired microphones and stands (table or floor stand available)
  - f. 120-inch portable APEX screen
  - g. (1) 36 cup and (1) 100 pot coffeemakers
  - h. Memorial Hall will provide trash barrels and recycle bins to assist you with the clean up during and at the end of the event.
4. Please review Rules & Regulations #25 regarding the restoration fee BEFORE you finalize ticket prices.
5. Per our building policy, we **CANNOT** provide you with extension cords, outlet strips, tape, or ladders.
6. Although we appreciate your kindness, please let your staff know that only Memorial Hall staff may move/setup/teardown any items that are the property of Memorial Hall.
7. Memorial Hall has an accessible password required Wi-Fi for renter's use.
8. Disposal of helium tanks is the renter's responsibility. They **CANNOT** be left at Memorial Hall.
9. If you are interested in serving alcohol, please review Rules & Regulations #31.
10. After a review of the completed application, the police or fire detail requirements will be sent to you.
11. Standing Room Only, (SRO), tickets are not permitted.
12. Please review the rules and regulations in the rental agreement for additional information.

Thank you and we look forward to working with you on your special event.