



CITY OF MELROSE

SOLDIERS & SAILORS MEMORIAL HALL BUILDING

KATHY PIGOTT-BRODEUR
Operations Manager
Kpigottbrodeur@cityofmelrose.org

590 Main Street
Melrose, Massachusetts 02176
Telephone -(781) 979-4185 Fax (781) 979-4285
www.melrosememorialhall.com

MEMORIAL HALL RENTAL PACKET

Thank you for allowing Memorial Hall to host your event. The following is information to help you through the rental process.

- To confirm your booking, please complete the Building Rental agreement and return all 3 forms with a non-refundable 50% deposit, (see address at bottom of contract). As per the contract, **final payment is due 4 weeks before your event.**
- Your rental fee includes use/set-up of our chairs and tables, onsite custodial staff, clean up at the end of your event and full use of our commercial kitchen, (commercial refrigerator, ice machine, convection oven, stove and dishwasher). Items available for your use during the event (quantity used determined by city building code):
 - 60" round tables able to accommodate 8-10 seats/table
 - 8' banquet tables able to accommodate 8-10 seats/table
 - 6' banquet tables
 - 2.4'x2' café tables
 - brass and wooden easels
 - (2) wired microphones and stands (table or floor stands available)
 - 10'x10' wall screen in GAR room; 8'x 7' portable screen
 - (2) 36 cup and (1) 100 pot coffeemaker
- **Liquor License:** if you are a non-profit and are applying for a one day temporary liquor license, please complete the Liquor Application. Please return the completed application with the contract and a separate check for \$50.00. We will forward your application to the Liquor Commission and notify you of the result. If approved, we will pick up and post your liquor license the night of your event. In addition, as per the regulations, we will return the license after your event.
- **Police Detail:** If required, please complete the attached detail form and return with the contract. We will book your police detail and send you the confirmation.
- **Fire Detail:** If you have >27 tables on the floor with 271-300 people, you must have a Melrose Fire Detail. We will send you information after we receive your contract if it is determined you need a Fire Detail.

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

Kathy Pigott-Brodeur
Memorial Hall Operations Manager

Items Enclosed	Items to Return to Memorial Hall Management
Rental Agreement	Signed Rental Agreement - 3 pages
Kiosk Usage information	50% non-refundable deposit
Police Detail Request Form	Police Detail Request Form
Liquor License Application	Liquor License application with a separate \$50.00 check

City of Melrose Soldiers and Sailors Memorial Building (Memorial Hall) Rental Agreement
590 Main Street, Melrose MA 02176
781-979-4185

Name of Organization: _____ Non-Profit (need IRS form) _____

Contracting Individual: _____ Telephone: _____

Mailing Address: _____ Cell: _____

_____ Email: _____

Event Title: _____ Expected Number of Attendees: _____

Date(s) of Event: ___/___/___ Expected start & end times: _____ - _____

Date(s) of Event: ___/___/___ Expected start & end times: _____ - _____

Date(s) of Event: ___/___/___ Expected start & end times: _____ - _____

Time of access to Hall: _____ Time of exit from Hall: _____

Please indicate which features you require:

GAR Room _____ **Main Hall (MH)** _____ **Entire Facility** _____

Stage: _____ Dressing Rooms: _____ Steinway Grand Piano: *(additional fee)* _____

House lighting: _____ House audio: _____ Kitchen facilities: _____

Note: please write in # of tables for each location and circle # of chairs requested:

GAR: #60" Round tables : ___ (8 / 9/ 10 chairs /table) **MH:** #60" Round tables _____ (8/9/10 chairs/table)

GAR: #8' Banquet tables: ___ (8 / 9/ 10 chairs/table) **MH:** #8' Banquet tables: _____ (8/9/10 chairs/table)

GAR: #2.5'x2' Cafe tables: ___ (2/ 4 chairs per table) **MH:** #2.5'x2' Cafe tables: _____ (2 / 4 chairs/table)

GAR: #Chairs in auditorium format : _____ **MH** #Chairs in auditorium format : _____

Name and telephone of AV contact: _____ () _____

Rehearsal times required:

Date: ___/___/___ Expected start & end times: _____ - _____

Date: ___/___/___ Expected start & end times: _____ - _____

Date: ___/___/___ Expected start & end times: _____ - _____

Date: ___/___/___ Expected start & end times: _____ - _____

Date: ___/___/___ Expected start & end times: _____ - _____

Will admission be charged? _____ Price: _____ Will liquor be served? _____

(If so, please see page 3, Item 1) *(Must include restoration fee)* *(If so, please see page 3, Item 6)*

Name and telephone of Caterer: _____ () _____

(Please note: A copy of the caterer's license must be given to Memorial Hall with final payment.)

Description of proposed decorations *(freestanding only)* and layout of displays

Memorial Hall Rental Agreement Rates Effective July 1, 2011- June 30, 2012

Event Fees: Example: Time of access to facility 5 pm, time of exit from facility 10 pm = 5 hour rental

Entire Facility: **\$700.00** for up to five hours. Each additional hour is **\$150.00** per hour _____

GAR Room only: **\$300.00** for up to five hours. Each additional hour is **\$70.00** per hour. _____

Entire facility day rate, (8 hours): **\$1,000.00**. Each additional hour **\$100.00** per hour _____

Event Fees Discount:

Chartered Melrose civic, fraternal, social, recreational, non-profit groups are eligible for a 20% discount off event fees only with proper documentation (_____)

Based on availability and at the sole discretion of the Memorial Hall Board of Trustees ("Board"). Melrose based veterans groups may use the facility subject to conditions set by the Board. For the purposes of this provision, an eligible veterans group is defined as any veterans organization comprised solely of members considered veterans as defined by Federal Law and chartered or non-chartered which raises revenue solely through its dues structure.

Rehearsals: Monday - Friday * (not subject to discount):

Weekday rehearsals, (Monday – Friday): \$200 for up to four hours. Each additional hour is **\$50.00** per hour _____

*Rehearsals defined as: not open to the public and no set up, tear down or cleanup required by Memorial Hall staff.

Ancillary Fees (not subject to discount):

Extra set-up time needed for an event: **\$200.00** for up to two hours. Each additional hour **\$100.00** per hour _____

Vendor Deliveries outside of rental time: **\$40.00** per hour _____

Steinway Grand Piano: **\$200.00** per occurrence for rehearsals and events (plus tuning costs) _____

Piano Tuning: only by the Memorial Hall's customary piano tuner: approximately \$125- \$200.00** _____

**NOTE: Fee is approximate depending upon cost of tuning and condition of piano

Kitchen Only: **\$125.00** for up to four hours. Each additional hour is **\$25.00** per hour***. _____

***Renters of kitchen only must have a Food Establishment Permit from the Melrose Health Department and clean kitchen completely.

Total Due..... _____

The above fees do not include the \$1.00 per ticket restoration fee as explained on page 3, item 1

To secure your date(s), a 50% non-refundable nontransferable deposit is required at the time of booking.

BALANCE of payment is due 4 weeks in advance of booking.

Balance is non-refundable if cancelled within four weeks of event.

Make check payable to: City of Melrose, Memorial Hall

Please send 50% deposit check and signed contract (3 pages) to:

Memorial Hall, 590 Main Street, Melrose, MA 02176 ATTN: Kathy Pigott-Brodeur

NOTE: Checks returned for lack of funds in the account are subject to a \$25.00 service charge over and above the amount of the original check. Payment then must be made in the form of two payments (\$25 fee paid separately) by certified checks, money orders or cash within 4 days or original due date. In addition to the service charge, all future payments must be made by certified check, money order or cash unless it can be demonstrated that a bank error was involved.

As the responsible party, I agree to adhere to the rules pertaining to the use of the Soldiers and Sailors Memorial Hall Building. The renter agrees to hold the city of Melrose including their agents and employees harmless and indemnifies them from all loss, injury or damage claims while on rental premises.

SIGNATURE: _____

DATE: _____

Do not write in this space: MH office staff use only:

Deposit paid: _____ Balance Due: _____ Balance Due Date: _____ Balance Paid: _____

Memorial Hall Renter Responsibilities: Please sign to acknowledge your understanding of Limit of Liability & Responsibilities

1. All tickets sold for events must include a Memorial Hall Restoration Fee of \$1.00/ticket. The renter is required to include the total ticket price in all advertisement and wording on ticket shall be: "includes \$1.00 donation to Memorial Hall Restoration Fund". The renters must collect \$1.00 per ticket sold then send payment and a signed statement with total number of tickets sold to Memorial Hall within 30 days of the event. The restoration fee will be deposited directly into the Memorial Hall Restoration Fund. Any individual ticket holder may request a refund in writing within 60 days of the event to the Memorial Hall Board of Trustees. They in turn will refund the fee to the individual.
2. The Renter acknowledges that a maximum of 30 tables may sit on the floor of the main hall. The 30 table maximum includes those tables used for serving food and beverages, or displaying auction or similar items, as well as other displays required by the Renter. Space allocated for a dance floor, podium, or other device will result in a further decrease to the allowable number of tables.
3. The Renter acknowledges that in the event they would like table seating capacity to be over 270 and not to exceed 300 on the floor of the main hall (30 tables of 10 seats), they will be required to hire a fire detail in addition to the police detail.
4. The Renter acknowledges that any object of any kind may not block exits throughout the Building, or impede access and/or egress to and from the facility.
5. The Renter acknowledges that the City of Melrose requires a Police detail to be assigned to Memorial Hall for events that involve public participation, >50 people. Further, the hiring and funding of the required Police detail is the responsibility of the Renter. The renter must have a Police Detail confirmation form signed and returned to Management 4 weeks before the date of the event. Use of private security must be pre-approved by Memorial Hall Management.
6. The Renter acknowledges his or her responsibility to comply with applicable City and State law serving alcoholic beverages. The Renter further acknowledges responsibility for obtaining the proper license to serve alcohol from the City, and to provide such documentation to the Management no later than 4 weeks prior to the event. Doors will not open if Management is not given the proper license by start time. In addition, all bonds, permits and licenses must be displayed at all times during use of hall and submitted 4 weeks prior to event.
7. The Renter acknowledges that all decorations, lighting and signage must be free standing. **No taping or nailing** to the walls, stage, woodwork or furniture is allowed. All wires for lighting and sound must be covered with appropriate materials on the floor.
8. The Renter acknowledges responsibility for removing ALL props, equipment, personal property, decorations, including balloons, wood and other such items, storage cartons, etc., from the premises immediately following the completion of the event.
9. In order to obtain a nonprofit discount, the renter must be a 501(c)(3) not for profit organization and must submit to the Management IRS tax documents supporting this.
10. The use of open flames (including candles), hazardous materials or pyrotechnics is strictly forbidden in the building. No smoking is permitted inside the building
11. Music must end at Midnight. Load out must be complete by 1 am.
12. Signs are prohibited on front lawn
13. Renter must provide tablecloths for all tables. Any tables not covered at the start of the event will be removed.
14. The Renter must submit 2 weeks in advance of event, a certificate of general liability with a minimum of \$1,000,000 naming the City of Melrose/Memorial Hall as an additional insured. All dates of rental must be covered by the insurance policy
15. Any damage caused or incurred by group using the facility, furniture, equipment, lights, AV or sound equipment will be charged to the renter at replacement costs, (time and materials), required to repair damage.
16. Any excessive cleanup required as a result of an event, will be charged to the renter (time and materials). Management reserves the right to request a cleaning deposit in the form of a certified check.

Limitation of Liability

Neither the City of Melrose nor the Trustees of Memorial Hall shall be responsible for any personal property stored, left, delivered, carried or brought upon the premises at the Memorial Hall. The risk of loss of, or damage to, all such property, whether by theft, breakage, accident, fire, vandalism, force majeure, casualty, freezing, water, wind, storm, flooding or otherwise rests exclusively with the Renter or person with right to possession thereof. No agent, servant, officer, Trustee of Memorial Hall or other person has authority to waive the provisions of this limitation of liability, either expressly or impliedly, in whole or in part.

I have read the foregoing Responsibilities of the Renter including Limitation of Liability and acknowledge and agree to each of the obligations and requirements set forth therein. The Renter acknowledges that failure to meet these requirements could result in the inability to rent the Building for future events.

Signature

Date



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KIOSK RULES AND REGULATIONS

The City of Melrose Kiosk, located on the corner of Main Street and Essex Street, is available for non-profit organizations located in the City of Melrose. Organizations utilizing the Kiosk must agree to the following:

- The Kiosk may only be reserved two (2) months in advance. Example: If you want to reserve space for the month of March, you may do so no sooner than January 1.
- One available space in the Kiosk will be assigned for one (1) week only except for July and August. This should give every organization in need an opportunity to have some exposure in the Kiosk.
- All billboards or signage must utilize the entire space of the Kiosk. The Kiosk measures **5'10" long by 2'8" wide**. Signage that does not meet this requirement will be removed.
- The City of Melrose is not responsible for maintaining the signage or for its installation or removal. Anyone using the Kiosk must help keep it clean.
- Make sure you come back and remove your sign; if any sign is not removed from the Kiosk, don't put yours over it, take it down and bring it into the Public Works office. Note: All abandoned signs will be put in the trash.
- Only Melrose organizations are permitted to display in the Kiosk. Organizations must be non-profit, holding their event within the City of Melrose.
- Organizations take full responsibility for the removal of their signage within the times allocated for display and damage to the Kiosk.
- The City of Melrose takes no responsibility for signs belonging to displaying organizations.

Please call Public Works at 781-979-4170 or visit them in the lower level of Melrose City Hall to check availability.



MELROSE POLICE DEPARTMENT

MEMORIAL HALL DETAIL REQUEST

Memorial Hall management requires a paid police detail be on premises for the duration of certain functions. In order to complete the terms of the contract a police detail must be ordered prior to the start of the function. This form must be returned to Kathy Pigott-Brodeur (Memorial Hall Operations Manager) with your contract. Kathy will book the police detail for you and return the form as confirmation of the detail. Melrose Police will not accept cash as payment. Payment must be made by bank check or money order on the DATE of the event. Prior approval from Memorial Hall must be received for payment by business check.

Date of function: ___/___/___ Name of Event _____

Start time: _____ End Time _____ Total Hours _____

Date of function: ___/___/___ Name of Event _____

Start time: _____ End Time _____ Total Hours _____

Contact Information: (PLEASE PRINT)

Name: _____ Phone _____

Any questions please contact the Kathy Pigott-Brodeur 781-979-4185 or Melrose Police @ 781-665-1212.

Melrose Police detail rates Effective March 1, 2008

Table with 3 columns: Description, Rate, and Pricing. Rows include Basic Rate, Midnight to 0700, Overtime, Sundays, Holidays, Police Vehicle Used, and Office in Charge (OIC) rate.

DO NOT WRITE IN THIS SPACE: Memorial Hall Office use only

A police detail has been ordered for the above date(s) and time (s) at Memorial Hall:

Officer taking request (PRINT) _____ Date emailed request _____

Date Received = _____ Date Confirmed = _____ Officer Assigned = _____



CITY OF MELROSE

LIQUOR LICENSING COMMISSION

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440
Fax - (781) 662-2182

APPLICATION FOR ONE-DAY LIQUOR LICENSE

Name of Licensee _____

Address of Licensee _____

Phone number of Licensee _____

Effective Date or Dates of License _____

Authorized Hours of Sale _____

Description of the Licensed Premises _____

Type of Activity to be Licensed _____

License is for Sale of:

- All Alcoholic Beverages _____
- Wines and Malt Beverages Only _____
- Wines Only _____
- Malt Beverages Only _____

The Licensed Activity or Enterprise is:

- For profit _____
- Non-profit _____

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? _____

Restrictions attached to the license by the local authority _____

Please return the license to the Mayor's Office after use.

NO PERSON UNDER 21 MAY BE SERVED

License is not valid until signed below.

THE LOCAL LICENSING AUTHORITIES

BY _____ Date _____

The local authorities of Melrose have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein.