

City of Melrose
Soldiers and Sailors Memorial Building
590 Main Street, Melrose, MA 02176
781.979.4185

Soldiers and Sailors Memorial Building Rental Application

Renter Information:

Name of renting organization: _____

Is your organization a **chartered** Melrose civic, fraternal, recreational, or non-profit group? _____

Contracting individual: _____

Address: _____

Telephone contact number: _____ email: _____

Date(s) of event: _____ Expected start/end time of event: _____

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At what time do you require access to the Hall? _____

At what time do you expect to complete your exit of the Hall? _____

What is the event? _____ Expected number of attendees: _____

Facility Information:

Please indicate which features of the facility you require:

Main Hall: _____ # tables: _____ round or banquet _____ # Chairs in auditorium format: _____

Stage: _____ Steinway Grand Piano: _____ Dressing rooms: _____

Upper (Grand Army of the Republic) Hall: _____ Kitchen facilities: _____

Other Information:

Do you require rehearsal time? _____

Date(s) required: _____ Time start and end per session: _____

Date(s) required: _____ Time start and end per session: _____

Date(s) required: _____ Time start and end per session: _____

Date(s) required: _____ Time start and end per session: _____

Date(s) required: _____ Time start and end per session: _____

Will you use your own or house lighting? _____ Sound equipment? _____

Will you sell alcoholic beverages? _____ Will you charge admission? _____ Price? _____

Name of Caterer and Phone # _____

Note: A copy of the caterer's license must be given to Memorial Hall with final payment.

Will you use decorations (free standing only)? _____ please describe the proposed decorations and layout of the display(s):

Soldiers and Sailors Memorial Building Rental Agreement
Rates Effective July 1, 2009- June 30, 2010

Event Fees: fee includes 1 hour set up immediately prior to event and 1 hour tear down)

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

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

Entire facility full day rate: \$1,000.00, plus \$100.00 per hour for each hour after eight hours. _____

Event Fees Discount:

Chartered Melrose civic, fraternal, social, recreational, non-profit groups are eligible
 For a 20% discount off event fees 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 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* (not subject to discount)

Weekday rehearsals*: \$200.00 for up to four hours. Each additional hour is \$50.00 per hour _____
 *rehearsals: not open to public and no set-up/tear down/clean up required by Memorial Hall Staff

Ancillary Fees (not subject to discount)

Extra Set-up time needed for an Event: \$200.00 (up to two hours of set-up). _____

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

Steinway Grand Piano: \$200.00 per occurrence, for rehearsals and events. _____

Piano tuning: only by the Building's customary piano tuner, fee is approximately \$100.00 _____

Total Due..... _____

As the responsible party, I agree to adhere to the rules pertaining to the use of the Soldiers and Sailors Memorial 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 _____ **email address:** _____

50% Non-Refundable Non-Transferable Deposit is required at the time of booking to reserve date(s).
BALANCE OF PAYMENT IS DUE FOUR WEEKS IN ADVANCE OF EVENT
Make check payable to: City of Melrose, Memorial Hall
Please send check and signed contract to:
Memorial Hall 590 Main Street, Melrose, MA 02176 ATTN: Kathy Pigott-Brodeur (781) 979-4185

DO NOT WRITE IN THIS SPACE: MH Office use only
TOTAL AMOUNT DUE = _____ DEPOSIT PAID = _____ BALANCE DUE = _____ BALANCE PAID = _____

Soldiers and Sailors Memorial Building Rental Agreement

Responsibilities of the Renter: Please sign both lines below to acknowledge your understanding of each requirement.

- 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.
- 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.
- 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.
- The Renter acknowledges that the City of Melrose requires a Police detail to be assigned to Memorial Hall for events that involve public participation. 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 2 weeks before the date of the event.
- 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 48 hours 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 48 hours prior to event.
- The Renter acknowledges that all decorations, lighting and signage must be free standing. No taping or nailing to the walls, woodwork or furniture is allowed. All wires for lighting and sound must be covered with appropriate materials on the floor.
- 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.
- In order to obtain a non profit discount, the renter must be a 501(c)(3) not for profit organization and must submit to the Management IRS tax documents supporting this.
- 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. Wording on ticket shall be: *includes \$1.00 donation to restoration fee. The fee will be waived on complimentary tickets. This restoration fee is optional for the purchaser of the ticket. The renter will provide a signed statement regarding the total number of tickets sold and payment shall be made within 30 days of the event. The restoration fee will be deposited directly into the Memorial Hall Restoration Fund.
- The use of open flames (including candles), hazardous materials or pyrotechnics is strictly forbidden in the building. No smoking is permitted inside the building
- Music must end at Midnight. Load out must be complete by 1 am.
- Signs are prohibited on front lawn
- Renter must provide tablecloths for all tables. Any tables not covered at the start of the event will be removed.
- Any damage caused or incurred by group using the facility, furniture, equipment, lights or sound equipment will be charged to the renter at replacement costs, (time and materials), required to repair damage.
- 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.

I have read the foregoing "Responsibilities of the Renter" 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

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.

Signature