



# CITY OF MELROSE

## SOLDIERS & SAILORS MEMORIAL BUILDING

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### **MEMORIAL HALL RENTAL INFORMATION** **PLEASE KEEP THIS LETTER FOR YOUR REFERENCE**

1. To confirm your booking, please complete the Building Rental Application, (signature required on page 7), and return to [memorialhall@cityofmelrose.org](mailto:memorialhall@cityofmelrose.org) with a non-refundable 50% deposit. For your convenience, you may pay online at [www.cityofmelrose.org](http://www.cityofmelrose.org) Online Payment section. [Memorial Hall Online Payment](#) . After a review of your application, if applicable, we will accept and sign your application. Final payment is due 8 weeks before your event. Balance is non-refundable if cancelled within eight weeks of the event. Rental time **MUST** include setup and teardown.
2. The facility rental fee includes setup of Memorial Hall items, use of Memorial Hall chairs & tables, onsite custodial staff, and full use of our commercial kitchen. Rehearsals are defined as stage & dressing room use only, not open to the public, rental time cannot be used as setup time for an event and no setup or teardown required by Memorial Hall staff.
3. Your licensed caterer or your event staff, (person in charge must be Food ServSafe certified), are responsible for the cleanup of the kitchen as per Food Serve Safe 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 **EVENTS**, (not rehearsals). Quantity used determined by city building code:
  - a. 60-inch round tables: able to accommodate up to 10 seats/table
  - b. 8 ft. banquet tables: able to accommodate up to 8 seats/table
  - c. 2.4 ft. x 2 ft. café tables: able to accommodate up to 4 seats/table
  - d. brass and wooden easels
  - e. (3) wired microphones and stands (table or floor stands available)
  - f. 120-inch portable screen
  - g. (1) 36 cup and (1) 100 cup coffee makers
  - h. Memorial Hall will provide you with trash barrels and recycle bins to assist you when you clean up at the end of your event.
4. Per our building policy, we **CANNOT** provide you with extension cords, outlet strips, tape or ladders.
5. Although we appreciate your kindness, only Memorial Hall staff may move/setup/teardown any items that are the property of Memorial Hall.
6. Disposal of helium tanks are the renters responsibility. They **CANNOT** be left at Memorial Hall.
7. If you are interested in serving alcohol, please review Rules & Regulations #31.
8. Standing Room Only, (SRO), tickets are not permitted.
9. After a review of your application, if a police or fire detail (s) is required, Memorial Hall will book your police or fire detail(s). Please do not call the stations directly.

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

Items current as of 02.16.2023