

CITY OF MELROSE SOLDIERS AND SAILORS MEMORIAL BUILDING (MEMORIAL HALL) RENTAL RATE PAGE ONLY

590 Main Street, Melrose MA 02176
(781) 979-4185 www.melrosememorialhall.com

This page is for information only. To secure your rental, date must be confirmed by Executive Director first, then a completed rental application with a 50% non-refundable deposit received.

All Admission charges must include a contribution of \$1/00 per admission to the Memorial Hall Restoration Fund. Rental Period is defined as:

Each Rental Period is calculated from the time Access is granted to Renter or Renter's guests, invitees or the public, until the End of the Event (defined as the time at which all attendees, Renter, Renter's agents, or any person other than Memorial Hall staff Exit the building and the premises are secured by Memorial Hall Staff.) All Rental Rates are billed in One Hour increments.

MEMORIAL HALL RENTAL RATES/FEES AND ANCILLARY FEES (Effective July 1, 2019 through June 30, 2020)

1.	Event Rental Rates and Requested Selection(s):	<i>(Fill in \$amount)</i>
	1.1 Main Hall and GAR Room: \$700.00 /up to five hour rental period.	1.1 \$ _____
	1.2 Number of additional hours requested @ \$150.00 /per hour: _____	1.2 \$ _____
	1.3 Main Hall and GAR Room: \$1,000.00 /up to eight hour rental period.	1.3 \$ _____
	1.4 Number of additional hours beyond 8 requested @ \$100.00 /per hour: _____	1.4 \$ _____
	1.5 GAR Room Only: \$300.00 /up to five hour rental period.	1.5 \$ _____
	1.6 Number of additional hours requested @ \$70.00 / per hour: _____	1.6 \$ _____
2.	Rehearsal Rental Rates, <u>weekdays only</u>:	
	2.1 Stage and Dressing Room Use Only: \$200.00 /up to four hour rental period.	2.1 \$ _____
	2.2 Number of additional hours requested @ \$50.00 / per hour: _____	2.2 \$ _____
3.	Ancillary Rental Rates & Fees:	
	3.1 Marley floor use is mandatory for stage rental for dance Events and Rehearsals. Marley Floor Rental Fee: \$100 /per <u>Event or Rehearsal</u> . Number of Uses: _____	3.1 \$ _____
	3.2 Deliveries Only outside of Event and/or Rehearsal time: \$50.00 /per hour, minimum 2 hours: Date(s) Requested: _____; Number of Hours: _____	3.2 \$ _____
	3.3 Steinway Grand Piano: \$200.00 per Event/Rehearsal. Date(s) requested: _____ ; Estimated Tuning Cost \$ _____ (Provided By SSMB)	3.3 \$ _____
	3.4 Labor for additional "set up" and/or "tear down": \$40.00 /per hour, minimum 2 hours: Date(s) Requested: _____; Number of Hours: _____	3.4 \$ _____
	Total Estimated Due 1, 2, 3	\$ _____

PAYMENT TERMS

1. Submission of Rental Application and Agreement requires the following payment:
 - i. Security Deposit in the amount of \$300.00 (if required by SSMB); and
 - ii. **Non-Refundable Deposit of Fifty Percent (50%) of Total Estimated Due**
2. Balance of Confirmed Amount Due must be received no less than sixty (60) days prior to Event to Rehearsal date. (If multiple dates are requested, payment is due sixty (60) days prior to first date). Failure of Applicant/Renter to remit balance of Confirmed Amount Due on or before Date Due shall result in cancellation of Event or Rehearsal by Memorial Hall.
3. Checks must be made payable to: **City of Melrose, Memorial Hall**
4. Dishonored Checks are subject to a \$50.00 service charge and all payments from Applicant/Renter shall thereafter be accepted only in the form of certified check, money order or cash within four days of the original date due.
5. Applicant acknowledges and agrees that the Applicant/Renter may incur additional charges and/or fees, beyond the Confirmed Amount Due, as a result of the use of Memorial Hall and shall, within fifteen (15) days of receipt of an itemized invoice for said additional charges and/or fees, remit payment of the total amount then due, to Memorial Hall.