



CITY OF MELROSE

SOLDIERS & SAILORS MEMORIAL BUILDING

590 Main Street

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Executive Director

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MEMORIAL HALL RENTAL INFORMATION

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

- Please review the Memorial Hall Event Calendar to determine if a date is available. All open dates are labeled “AVAILABLE for Rental”.
- Please email memorialhall@cityofmelrose.org to confirm availability and receive rental application.
- Your date is confirmed once we receive a non-refundable 50% deposit and a complete rental application signed by you and the Executive Director. NOTE: As per the application, final payment is due 8 weeks before your event. Balance is non-refundable if cancelled within eight weeks of the event or rehearsal.
- Your EVENT rental fee (rehearsal fee includes stage and dressing rooms use only) includes set-up and use of our chairs and tables, onsite staff in case you or your guests require assistance and full use of our commercial kitchen. NOTE: You and your caterer 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. Items available for your use during the EVENT, not rehearsals, (quantity used determined by city building code) are:
 - **60 inch round tables:** able to accommodate up to 8-10 seats/table
 - **8’ banquet tables:** able to accommodate up to 8 seats/table
 - **2.4’ x 2’ café tables:** able to accommodate up to 4 seats/table
 - brass and wooden easels
 - (3) wired microphones and stands (table or floor stands available)
 - (1) 10’ x10’ wall mounted screen in GAR room and (1) 8’ x 7’ portable screen
 - (2) 36 cup and (1) 100 pot coffeemaker
 - **Memorial Hall will provide you with trash barrels and recycle bins to assist you when you clean up at the end of your event.**
 - Per our building policy, we **CANNOT** provide you with extension cords, outlet strips, tape or ladders.
- 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.
- Memorial Hall has accessible open Wi-Fi for your use with no password required.
- Disposal of helium tanks are your responsibility. They **CANNOT** be left at Memorial Hall.
- Liquor License: if you are interested in serving alcohol, you must apply for a one day temporary liquor license with the Melrose Liquor Commission. Please let Memorial Hall Management know so we may forward you the procedure (see Rules & Regulations #29)
- Details: After we review your application, if a police or fire detail (s) is required, we will forward you the detail form. Memorial Hall will book your police or fire detail(s).

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