

# Memorial Hall



## *Rental Procedure and Payment Timeline*

### *Making the Reservation*

Initial Reservation - An initial payment of \$200.00 must be made up front to reserve the date. Memorial Hall Rental Contract must be signed at time of reservation.

60 Days Prior to event - Balance of rental fee (not including security deposit) due.

14 Days Prior to event - \$200.00 security deposit due. This deposit will be refunded after the event as long as all keys are returned, all decorations are removed and there are no damages to the Hall.

### *Concessions and Set-up Procedure*

30 Days Prior to event - All concession orders due.

14 Days Prior to event - Concession order must be paid in full. Special set up instructions (i.e. table layout, etc.) due. If no instructions are received, standard arrangement will be set up.

Beer and soda MUST be purchased through the Parks and Rec. Department. If alcohol is provided, it must be served by a Parks and Rec. Staff Bartender. Catering not provided by Parks and Rec. but all outside catering companies are welcome. Bartenders will stop serving at Midnight.

### *Week of Event*

Key for Memorial Hall rooms must be picked up at Park Office in the two working days prior to event. Keys will not be issued earlier than two days prior and failure to pick up keys by 5:00 p.m. on the last working day prior to event will result in late pick-up fee of \$15 for first 15 minutes and \$1 for every minute thereafter. Late fee must be paid before keys will be issued.

Park Department staff will set up prior to rental time and clean up after event.

Decorations are allowed, but must be set up and taken down during rental period. Guests will not be allowed in the Hall prior to 10:00 a.m. on the event date to set up. Tape, staples, and thumb tacks are not allowed on the walls. We suggest hanging decorations with fun tack or wall putty that will not leave a mark. If decorations are not removed, a portion of your security deposit may be withheld.

Rental period ends at 12:30 a.m. at which time Memorial Hall and the surrounding lot will be closed. Please try to leave the Hall reasonably clean with tables in their set up positions.

Keys must be returned by the next working day after event. They may be left with the bartender or may be placed in the mail slot at the Park Office. Failure to return keys may result in loss of security deposit.



# Memorial Hall

## Pricing Guide

### *Rental Fees*

Upper Level --\$800.00 for St. Charles City Residents  
\$900.00 for Non-Residents

Upper Level includes Auditorium, two smaller conference rooms (American Legion Room & VFW Room), Kitchen, and restrooms. We ask that all food and drink remain in Auditorium.

Seats up to 250 using round tables or 300 using long banquet tables.

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Lower Level --\$425.00 for St. Charles City Residents  
\$550.00 for Non-Residents

Lower Level includes two rooms (one for the reception and one for storage), Kitchen, and restrooms.

Seats up to 120 guests.

### *Security Deposit*

A security deposit of \$200.00 is required in addition to rental and concession fees on all Hall rentals. Deposit is due two weeks prior to event and will be refunded as long as all keys are returned and there is no damage to the Hall.

### *Concessions and Set Up Fees*

1/2 Barrel of Beer (Busch and Miller products, makes 150 cups)	\$150.00 each
Soda (Coke products, set up includes 2 liter, cups & ice, serves 6 cups)	\$3.00 per set up
Plastic Tablecloths	Included in Rental Fee
Linen Tablecloths	\$150
Table Skirting for head table, gift and cake tables	\$75
Bartender (three hour minimum, Upper Level rental fee includes 5 hours)	\$15.00 per hour

All concession and set up prices subject to change.

### *Cancellation Fee*

If cancellation is made 181 days or more prior to event, payments/deposits will be returned minus a \$100.00 cancellation fee.

If cancellation is made 180 days or less prior to event, full rental deposit of \$200.00 will be withheld.

