

Memorial Hall Planning Guide

Thank you for your interest in our facility. Memorial Hall is the perfect place to hold your wedding reception, birthday party, banquet, family reunion or business/club meeting. The building is fully air-conditioned, with three large rooms and two smaller meeting rooms to accommodate a variety of interests. The facility is located close to several other Park amenities. The following information is to be used as a guide when planning your event. For detailed information, please call the Administration Office at 636-949-3372 Monday thru Friday from 8:00am to 5:00pm.

Friday through Sunday Rentals

Main Level Rentals

Rental Hours are from 10:00am to 12:00am

All Main Level Rooms Are Included

	DIMENSIONS	SQUARE FEET	SECURITY DEPOSIT	BANQUET OR RECEPTION SEATING	RENTAL FEE FOR CITY RESIDENTS ENTIRE MAIN LEVEL	RENTAL FEE FOR NON-RESIDENTS ENTIRE MAIN LEVEL
Main Level		5,569	\$100.00	250/300*	\$700.00	\$800.00
Auditorium	83 X 43	3,529			Included	Included
American Legion	30 X 34	1,020			Included	Included
VFW Room	30 X 34	1,020			Included	Included
Upstairs Kitchen					Included	Included

Friday through Sunday Rentals

Lower Level Rental

Rental Hours are from 10:00am to 12:00am

All Lower Level Rooms Are Included

	DIMENSIONS	SQUARE FEET	SECURITY DEPOSIT	BANQUET OR RECEPTION SEATING	RENTAL FEE FOR ST CHARLES CITY RESIDENTS ENTIRE LOWER LEVEL	RENTAL FEE FOR NON-RESIDENTS ENTIRE LOWER LEVEL
Lower Level		4.724	\$100	125	\$400.00	\$500.00
Lower Level One	68 X 43	2924			Included*	Included*
Lower Level Two	60 X 30	1800			Included	Included
Lower Level Kitchen					Included	Included

* Lower Level One is used for storage.

*In the Auditorium, 6 foot banquet tables will accommodate 300 or 6 foot round table will accommodate 8 to 10 people per table totaling 250 comfortably.

Meeting Rooms Space

Monday through Thursday

Rental Hours are 10:00am to 12:00am

	DIMENSIONS	SQUARE FEET	SECURITY DEPOSIT	BANQUET OR RECEPTION SEATING	RENTAL FEES FOR SAINT CHARLES CITY RESIDENT	RENTAL FEES FOR NON-RESIDENTS
Auditorium	83 X 43	3529	\$100	250/300*	\$200.00	\$250.00
Lower Level One	68 X 43	2924	\$100	200	\$200.00	\$200
Lower Level Two	60 X 30	1800	\$100	125	\$200.00	\$200
American Legion	30 X 34	1020	\$100	65	\$50.00	\$100.00
VFW Room	30 X 34	1020	\$100	65	\$50.00	\$100.00

Monday through Thursday

Rates For Kitchen

	PER USE, PER DAY
Upstairs Kitchen	\$50 - \$75
Downstairs Kitchen	\$75 - \$100

Discounts for multiple rentals within a year

Fees Subject to Change

Beverages and Linens

½ Barrel Of Beer (Busch Or Miller Products)	\$150 Each
Set-ups (Coke products – 2 liter bottle, cups, ice)	\$3.00 Each
Linen Table Clothes (round/banquet)	\$150
Table Skirting for head table, gift and cake tables	\$75
Portable Stage (4 x 8 foot sections, we have four sections)	\$50 per section
Bartender (three hour minimum)	\$10.00 - \$13.00 per hour

Beer and sodas must be purchased through the Parks and Recreation Department, ordered thirty days before event and paid in full no later than two weeks before the scheduled event. Unopened items purchased will be refunded.

Prices Subject to Change

When ordering three or more ½ barrels and/or two hundred or more people, two bartenders will be needed.

Other Items for Consideration

If you would like tables set up differently than our standard arrangement, please submit a drawing to the department 2 weeks before your event.

Please be aware that your group will have a key to the facility and will be responsible for letting entertainers/caterers, etc... into the building.

Should you decide to decorate, you may do so in the morning or the afternoon of your event.

The affixing of decorations to the walls, floor or ceiling with nails, staples, carpet tape or other adhesives is not permitted.

All decorations must be removed after the event.

Loss of the security deposit will result with any decorations not removed or improperly installed.

There are many decorating options. Consult with our Staff for creative ideas and alternatives.

For detailed information, please call the Administration Office at 636-949-3372 Monday thru Friday from 8:00am to 5:00pm.

Your cooperation will go a long way in preserving our facility! Thank you!