

# 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
<b>Main Level</b>		5,569	\$100.00	250/300*	\$700.00	\$800.00
<b>Auditorium</b>	83 X 43	3,529			Included	Included
<b>American Legion</b>	30 X 34	1,020			Included	Included
<b>VFW Room</b>	30 X 34	1,020			Included	Included
<b>Upstairs Kitchen</b>					Included	Included

***Friday through Sunday Rentals***

**Lower Level Rental**

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

**All Lower Level Rooms Are Included**

	<b>DIMENSIONS</b>	<b>SQUARE FEET</b>	<b>SECURITY DEPOSIT</b>	<b>BANQUET OR RECEPTION SEATING</b>	<b>RENTAL FEE FOR ST CHARLES CITY RESIDENTS ENTIRE LOWER LEVEL</b>	<b>RENTAL FEE FOR NON-RESIDENTS ENTIRE LOWER LEVEL</b>
<b>Lower Level</b>		4,724	\$100	150	\$400.00	\$500.00
<b>Lower Level One</b>	68 X 43	2924			Included*	Included*
<b>Lower Level Two</b>	60 X 30	1800			Included	Included
<b>Lower Level Kitchen</b>					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**

	<b>DIMENSIONS</b>	<b>SQUARE FEET</b>	<b>SECURITY DEPOSIT</b>	<b>BANQUET OR RECEPTION SEATING</b>	<b>RENTAL FEES FOR SAINT CHARLES CITY RESIDENT</b>	<b>RENTAL FEES FOR NON-RESIDENTS</b>
<b>Auditorium</b>	83 X 43	3529	\$100	250/300*	\$200.00	\$250.00
<b>Lower Level One</b>	68 X 43	2924	\$100	200	\$200.00	\$200
<b>Lower Level Two</b>	60 X 30	1800	\$100	150	\$200.00	\$200
<b>American Legion</b>	30 X 34	1020	\$100	65	\$50.00	\$100.00
<b>VFW Room</b>	30 X 34	1020	\$100	65	\$50.00	\$100.00

*Monday through Thursday*

**Rates For Kitchen**

	<b>PER USE, PER DAY</b>
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)	\$115 - \$135 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!**