

## MEMORIAL HALL CONDITIONS OF USE

### MEMORIAL HALL - DINING ROOM & KITCHEN

\$100.00 for first two hours

\$ 35.00 per hour for each additional hour

\$ 20.00 per hour and one-half (12) for gym rental

\$125.00 City of Dover police officer for security at parties with alcohol\*\*

\$ 40.00 for deep fryer per event (oil not included)

1. A \$75.00 deposit is required when reserving Memorial Hall. Your deposit does not apply toward the rental fees. Your deposit will be returned if there is no vandalism or destruction to city property including tables, chairs, stove, refrigerator, beverage cooler, and coffee maker. **The auditor=s office processes all refunds and could take up to three to four weeks to receive your refund.**
2. The rental fee includes use of kitchen facilities. (There are no pans or utensils.)
3. The hall has a maximum capacity of two hundred (200) people.
4. Anyone renting Memorial Hall must give a one (1) month notice on cancellation to receive their \$75.00 deposit.
5. **You must notify Memorial Hall thirty (30) days in advance of the hours of the party.** There will be no extension of time on the night of the rental. **No exceptions.**
6. **Payment for the hall rental must be made 30 days in advance of the party.** This fee will be told to you when you set your party hours. All checks are to be made payable to:  
**City of Dover.**
7. All parties will end by 11:00 PM. Tables and chairs must be cleaned and put away, decorations taken down and premises vacated by midnight.
8. A building supervisor is on duty from 7:30 AM to midnight.

### PARTIES WITH ALCOHOL

9. A City of Dover police officer will be used for security during a portion of your party.
10. \*\*A police officer will be present for a minimum of 2 hours for a 3 or 4-hour party with alcohol. Any party with alcohol scheduled for more than 4 hours will require a police officer for a minimum of 3 hours. The scheduling of the police officers= hours will be set by the City of Dover,
11. Alcoholic beverages may be served, but they may not be sold. No beverages of any kind may be taken outside of Memorial Hall.

**RENTERS= RESPONSIBILITIES**

- 12. Put up and take down tables, chairs and decorations starting at 10:00 AM on date of rental. You may call the hall, at 330-343-0731, on your date of rental after 7:30 AM to see if you may come in earlier than 10:00 AM.
- 13. **Table decorations only may be used.** Decorations **may not** be taped, fun-tack, or anything else you can think of, to the walls or ceiling. No decorations may be hanging from the ceiling with string, thread, or anything else you can think of. **Table decorations only may be used.**
- 14. If a renter finds any items that are damaged while setting up for the party, please notify the building supervisor so that you are not billed for these damaged items.
- 15. Pay for any damages to any tables, chairs or any other items in the building damaged by the renters. If damages are more than \$75.00, you will be billed for the difference in the damages. This must be paid within 30 days of billing.
- 16. Wipe off and clean up any of the following items that you use: tables, chairs, stove, refrigerator, beverage cooler and coffee maker.

**ITEMS PROVIDED IN RENTAL**

- 8' aluminum tables
- 200 chairs
- stove & refrigerator
- beverage cooler
- ice machine
- 90 cup coffee maker

**THINGS THAT CANNOT BE DONE**

- 17. No glass bottles or drinking glasses are to be used. Only plastic, paper or styrofoam cups are permitted.
- 18. No candles are permitted.

**SECURITY**

- 19. Memorial Hall will not assume responsibility for the damage or loss of any merchandise or articles left in the facility prior to, during or following your rental.
- 20. By signing this, you agree to the terms outlined in this contract and to compensate us for any damages to the facility or its contents while your guests are here. The undersigned also agrees to hold harmless the City of Dover, and the officers, agents, and employees of the City of Dover from any and all liability for personal injury (including death) and property damage occasioned by, or in connection with the use of the Memorial Hall facilities.

This statement is binding upon the undersigned from the date of a signature.

DATE SIGNED \_\_\_\_\_ SIGNATURE

DATE SIGNED \_\_\_\_\_ EMPLOYEE SIGNATURE