

MEMORIAL HALL

Steele Indian School Park
Third Street & Indian School Road
Phoenix, Arizona

Rental Guidelines, Fee Schedule and Reservation Request Form

MISSION STATEMENT: Memorial Hall will provide an affordable space for local performing artists and a meeting space for community groups. ***At this time we do not reserve the Hall for any type of social function, weddings, receptions, anniversaries, or parties of any type.***

Square footage:

- Lobby - 866 square feet
- First floor auditorium - 4, 292 square feet
- Mezzanine/Balcony level - 1,668 square feet
- Stage - 1,092 square feet

GENERAL INFORMATION

- Memorial Hall is available for rent to community, non-profit and private organizations.
- Hours are from 10:00 am to 10:00 pm.
- Memorial Hall accommodates 450 individuals (theater style seating)
- Due to fire and safety laws additional seating or standing room is prohibited.
- The facility is ADA accessible.
- Tours regarding facility reservations must be scheduled by appointment only.

RESERVATION AND APPROVAL INFORMATION

- A reservation request form with signature must be filled out and submitted.
- Approval of request is based on availability of facility and information provided on request.
- Some reservation requests may require a separate Letter of Understanding.
- User will be notified of approval and a SUR contract will be emailed to you with fee total.
- To rent the facility a refundable damage deposit, rental fee, and staffing fees will be charged.
- The facility manager determines staffing levels.
- All deposits and fees are due upon receipt of the SUR contract.

CLEANUP

- The User is responsible for cleanup of the facility inside and out after the event is over.
- Trash should be bagged and placed outside the facility on the east side.
- Food /drink spills need to be wiped up, floors swept, and all equipment removed from facility.
- A maintenance fee will be charged and taken from the deposit if the facility is left in need of cleaning.

DAMAGES

- Deposit is returned for all rentals if no damage has occurred to the facility
- The User shall pay for any damage resulting from use of the facility or equipment
- These charges will be taken from the deposit.

- If the damage amounts exceed the deposit amount, a written cost estimate will be provided to User.

LIGHTING

- Stage lights and lighting are limited.
- Any adjustment of the lights must be contracted with a professional lighting company.
- All lights need to be returned to original setting.
- Fees for the staff to supervise will be added to your SUR contract.

DELIVERIES AND STORAGE

- All deliveries/pickups of supplies must be made during the specified hours of the reservation.
- The User is responsible to be on site for all rental items.
- The facility staff will not handle, care for, or act as custodian of any equipment or property.
- Equipment can be loaded into the facility from the fire lane south of the front doors.

OFF LIMIT AREAS

- The back stage area, offices and fourth floor landings are off limits to the public.
- The elevator is for ADA purposes only.
- Balcony exits are not to be used for public access.

DECORATIONS AND SIGNAGE

- The facility is rented "AS IS" and decorations/signage needs to be standing elements only.
- Nothing can be taped/ hung on any permanent fixture of the building's interior or exterior.
- Candles, smoke machines, smudging activities and pyrotechnics are not allowed.

PARKING

- The Third Street parking lot (200 spaces) is recommended for groups renting the facility.
- Valet parking or any other parking arrangements must be made by the User.

INSURANCE

- User shall provide a certificate of insurance for general liability in the amount of \$2 million with the City of Phoenix named as additional insured and as certificate holder.
- Certificate of Insurance should read as follows: The City of Phoenix, a municipal corporation, its officers, agents, and employees are named as additional insured in reference to (event name, date, time and location). Certificate holder: City of Phoenix, Memorial Hall, Steele Indian School Park.
- For more information go to: <http://inphx.8000/FINANCE/RISKMGMT/SPECIALEVENTS>

EQUIPMENT & FURNITURE

- Memorial Hall is equipped to provide the following equipment: lectern, light board, retractable projection screen, variable media projector including DVD, DS, VHS and AV input, microphone, sound system and input mixer, acoustical shells and a piano. Main floor furniture includes 20 rectangle tables 20 round tables and 300 chairs.
- **No more than five CD's can be given to the technical staff. If you have multiple CD's please have them turned in to tech staff prior to the reservation. You will also need to provide a written script of what order they need to be in and a person to assist with this.**
- The Lobby furniture cannot be moved and must remain as it is placed. Moving the Lobby furniture will result in loss of deposit and future reservation requests to be denied.

SET UP OF FACILITY

- ☒ Users have three choices for set up: Banquet, Classroom or Theater Style.
- Recreation staffing fees will be charged for the set up and take down of furniture and equipment. This will be charged at an hourly rate up to six hours added on to your reservation.

FACILITY AND FLOOR PROTECTION

- ☒ It is mandatory that the User place rubber mats under all food and drink areas.
- It is mandatory that the User place backboard under any heavy item.
- ☒ Appropriate wood floor tape must be used to secure the backboard.
- ☒ All equipment must be carried or wheeled into the facility.
- Equipment must not be dragged across the floor.

CATERING

- ☒ Memorial Hall does not have a kitchen.
- Food, beverages, linens, and all rental equipment is the responsibility of the User.
- ☒ All cooked food must be prepared and served to professional catering standards.
- The User/Caterer is responsible for clean up after the event.
- ☒ No Food or drinks are allowed on stage, dressing rooms or balcony area.

ALCOHOLIC BEVERAGES

- ☒ A COP Alcohol permit is required if you are serving alcohol at a function. If you are selling alcohol contact the Phoenix Licensing Services at 602-262-4638, TTY 602-262-4638 and the Arizona Department of Liquor License and Control at 602-542-5141, TTY 602-542-2806 to obtain information on a City and State Special Event Liquor License.
- ☒ Information can also be obtained on the Arizona Department of Liquor License and Control web-site at: www.AZLL.com/license.htm.
- ☒ This is normally a 60 day process and will also require liquor liability insurance.
- Off duty Police Officers are required for all events serving alcohol.

CANCELLATION POLICY

- ☒ Cancellation or a no show of reservation will be subject to a monetary penalty:

Cancellation Requested	Amount Refunded	Deduction or fees
31 days or more prior to scheduled event date	Refund of Rental Fee & Deposit	Deduct a processing fee
30 to 14 days prior to scheduled event date	Full Refund of Rental Fee	Forfeit of cancellation fee
Less than 13 days of event date	Deposit refunded	Full rental fee is forfeited
No Show	Deposit refunded	Full rental fee is forfeited

FACILITY USE FEES AND DEPOSITS

- ☒ **Deposits and fees are due upon receipt of the SUR contract.**
- Upon approval of your reservation a SUR contract will be emailed to the prospective renter.
- ☒ Fees and deposits are based on the dates and times given on the reservation request form.
- ☒ Fees are assessed for each day of the reservation.
- Fees will be charged to User for set up/take down time and to oversee the reservation.
- ☒ Payment can be made by credit card, check or money order.
- Make checks payable to the City of Phoenix.

Meetings	
Public Fee	\$25.00 per hour (2 hour minimum)
Private Fee	\$50.00 per hour (2 hour minimum)
Commercial Fee	\$100.00 per hour (2 hour minimum)
Performance	
Public Fee	\$250.00 daily rate or \$50.00 per hour (2 hour minimum)
Private Fee	\$250.00 per hour (2 hour minimum)
Commercial Fee	\$500.00 per hour (2 hour minimum)
Staffing Fees: <i>hourly fee all users will be charged for set up, event time, tear down.</i>	
Recreation:	\$40.00 per hour per staff will be charged for complete reservation times as stated on the reservation request form plus time for set up and tear down of facility equipment. Most reservations require at least two staff persons.
Maintenance:	\$56.00 per hour per staff will be charged and deducted from security deposit if the facility is left in need of heavy cleaning or for slight repairs.
Deposits Amounts: <i>this a refundable damage deposit.</i>	
Non - food	\$ 5.00 per person
Food and Drink	\$ 7.00 per person
Alcohol	\$10.00 per person

Please email the reservation request form on the following page with signature to:

Email: deborah.warren@phoenix.gov

Upon approval of the reservation a SUR contract will be emailed to the User.

Fees are due immediately upon receipt of the SUR contract.

Please submit the SUR contract with payment and mail or drop off to:

**Central City Division
2700 N. 15th Avenue
Phoenix, Arizona 85007
Attention: Debbie Warren**

This application form can be provided in an alternate format upon request. Call 602-262-6862 (voice) or 602-262-6713 (TTY). 602-534-3787 (FAX). E-mail: Receptionist.PKS@phoenix.gov. The City of Phoenix prohibits discrimination on the basis of race, ethnicity, national origin, sex, religion, age, sexual orientation, or disability in its services, programs and activities. Anyone who believes he or she has been discriminated against may file a complaint with the City of Phoenix Equal Opportunity Department.

Memorial Hall Special Facility Reservation Request Form

THIS REQUEST DOES NOT GUARANTEE A RESERVATION

Name:	Organization:	Phone Number: cell: work:
Email:	City	State
Address:		
Zip Code:	Event Name:	Expected attendance:

Name of your event:

Please provide a brief description of your event: (attach an additional sheet if needed)

Days and Dates of your reservation request:

Actual time of event is from: _____ am/pm to: _____ am/pm.

Arrival time will be: _____ am/pm and user will leave at: _____ am/pm.

Staff will need one to three hours to set up equipment and one to three hours to take equipment down. These hours are determined by the Facility Manager and will be added to your total hours. You will be charged accordingly.

Set up request for main floor? (check one) Banquet: _____ Classroom: _____ Theater: _____

Number of tables? Rounds: _____ Rectangles: _____ Chairs: _____

1. Is your organization a nonprofit group? Y /N If Yes, please provide a copy of your 501c3.
2. Is your function a fund raiser? Y/N If yes, for what organization/charity? _____
3. Is this a ticketed event? Y / N If yes, what is the ticket price? _____
4. Will you be serving food and drink? Y/N Please describe: _____
5. Will you have a caterer? Y/N _____ If yes, name of company: _____
6. What is your cleanup plan? Please describe: _____
7. Will you be serving Beer or liquor? Y/N *Copy of Beer permit or liquor license is required.
8. Will you need a lighting system? Y / N If yes, please describe: _____
9. Will you need a sound system? Y/ N If yes, please describe: _____

10. Will you need microphones? Y/ N If yes, please describe: _____

11. Will you need internet access? Y/ N If yes, please describe: _____

13. Will you need a lectern? Y/N Please describe: _____

14. Will you need a projector/screen? Y/N If yes, please describe: _____

15. Will you have decorations or signage? Y/N If yes, please describe: _____

16. Will you need the piano set out on the stage? Y / N

17. Will you need acoustical shells on stage? Y/N

Please list all equipment you will be bringing into the facility. This is Mandatory. (Example: ATM machines, tables, chairs, bars, risers etc.) All equipment must be approved by facility manager.

This will act as a letter of understanding between the User and the City of Phoenix. I certify that the information set forth within this Reservation Request Form is complete, true and correct to the best of my knowledge and belief. I have read and understand the contents of the Memorial Hall rental rules and guidelines and by signing below I agree to abide by these rules and guidelines.

Applicant Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Event approved: _____
501c 3 rec'd: _____
Certificate of Insurance rec'd: _____
Copy of Liquor License rec'd: _____
Equipment List rec'd: _____
Deposit: _____
User Fee: _____
Staff Fees: _____

TOTAL FEES: _____

NOTES:

SUR CONTRACT #: _____
DATE SUR CLOSED: _____
DEPOSIT REFUND REQUESTED: _____