



RENTAL RATES

Summer Rates – April – October

Daytime 9:30 am to 1:30 pm*	Sunday through Friday	\$1,000
*Flexible	Saturday	\$1,500
Evening 5:00 pm to 10:00 pm	Sunday through Thursday	\$2,250
	Friday and Saturday	\$2,500

Winter Rates – November – March

Daytime 9:30 am to 1:30 pm*	Sunday through Friday	\$750
*Flexible	Saturday	\$1,250
Evening 5:00 pm to 10:00 pm	Sunday through Thursday	\$1,750
	Friday and Saturday	\$2,000

- ☞ Additional hourly rental beyond your allotted rental time is available for \$100 per hour.
- ☞ Holidays are subject to Saturday evening rates.

RENTAL FEES INCLUDE:

- ☞ The use of the building for five hours for an evening event, and four hours for a daytime event. You are given access to the building two hours prior to your rental time for the set up of evening events, and one hour prior for daytime events. You are also allowed one hour after your event for clean up.
- ☞ A host on site for your entire event.
- ☞ A security guard at the entrance gate to allow your guests into the park for your event.
- ☞ Customized set up of our tables and chairs:

Twenty 66" round tables	Five 8' banquet tables	Two 6' banquet tables
One 4' banquet table	Six 36" round cabaret tables	One 48" round table
150 upholstered chairs		

The Memorial House will set up and break down all tables and chairs to your specifications. Tables may be set up within the Memorial House or on the south lawn. Upholstered chairs may not be set up outside.
- ☞ Linens, in your choice of color and size for up to fourteen tables. Additional linens can be rented if needed.

ROOM SIZE AND CAPACITY

ROOM	SIZE (Square Feet)	SEATED DINING	LECTURE	RECEPTION	BREAK OUT
Main Hall	2100	150 – 170	200 – 250	300	175 – 200
Garden Room	1572	50 – 60	80 – 100	100 – 125	40 – 60
Patio	1184	25 – 40	50 – 60	50 – 75	30 – 45
South Lawn	4130	40 – 50	100 – 125	125 – 150	100 – 120



MEMORIAL HOUSE
FREQUENTLY ASKED QUESTIONS

How do I secure a date?

Reservations require a signed contract and a non-refundable deposit of \$500 that is applied to the rental fee total. The remaining balance is due 45 days prior to your event.

How much is the security deposit and what is it used for?

A separate, fully refundable cleaning/damage deposit of \$500 is due 45 days prior to your rental date. If no damage occurs, your cleaning/damage deposit will be refunded within one week after your event.

When do we finalize the details of my event?

We will set up an appointment to review all of the details of your event 45 days prior.

Who can I use to cater my event?

The Memorial House has a list of preferred caterers, which includes:

☞ An Exquisite Affair	801.278.7341	www.exquisiteaffaircatering.com
☞ Cuisine Unlimited	801.268.2332	www.cuisineunlimited.com
☞ Culinary Crafts	801.355.6575	www.culinarycrafts.com
☞ Done to Your Taste	435.649.7503	www.donetoyourtastecatering.com
☞ Elizabeth's Catering	801.359.7184	www.elizabethscatering.com
☞ Have Party...Will Travel	801.269.8400	www.havepartywilltravel.com
☞ Le Croissant	801.466.2537	www.lecroissantcatering.com
☞ Marvellous Catering	801.374.0879	www.marvellouscatering.com
☞ Rico's Mexican Market	801.463.6390	www.ricomarket.com
☞ Utah Food Services	801.531.0226	www.utahfoodservices.com

If you are interested in using a caterer that is not on our preferred list, we can accommodate one-time caterers for a small fee. Please note that all one-time caterers must provide proof of insurance, business license, food handler's permits and some additional documentation. All one-time caterers are subject to approval and must be confirmed 45 days prior to your event. Please ask your Memorial House representative for more information. For safety reasons, all food served at the Memorial House must be provided by a licensed caterer.

Can I serve alcohol at my event?

Alcohol is allowed at the Memorial House. Bar service must be arranged through our preferred caterers or an approved bartending service to ensure that bartenders are certified, licensed, and insured.

How many people can the Memorial House accommodate?

For the comfort of your guests, we ask that the maximum number of guests be limited to 300 people. We can accommodate up to 150 people in the main hall for a sit down dinner, and depending on your desired set up, additional dining space for a sit down dinner may be available in the garden room, patio or the south lawn.

What time does our event need to end?

The Memorial House is located within a Salt Lake City park. Park curfew is 11:00 pm. Everyone, including catering and other hired staff, must exit the park by 11:00 pm; therefore events must end at 10:00 pm.

How can I decorate the building?

You are welcome to decorate as you wish at the Memorial House; however, the Memorial House is a historic building, so tacking, taping, nailing, and tying to any surfaces is not allowed. Candles are allowed as long as the flame is contained within glass. Sparklers and other forms of fireworks are not allowed. Items that are difficult to clean up such as confetti, flower petals, streamers, and balloon releases are not permitted.

Who owns Memorial House?

Memorial House is owned by Salt Lake City and is operated by Utah Heritage Foundation, a statewide organization dedicated to preserving, protecting and promoting Utah's historic architecture. Therefore rental of Memorial House directly supports Utah Heritage Foundation's mission that includes stewardship of historic Memorial House.