

ROYAL CANADIAN LEGION, BRANCH 519

HALL RENTAL AGREEMENT

Date Required: _____ Event: _____

Estimated Attendance: _____ Start Time: _____ End Time: _____

Bar required: Yes _____ No _____ Bar Opening Time: _____

NAME (in full): _____ PHONE(HOME): _____

PHONE (CELL): _____ ADDRESS: _____

CITY: _____ POSTAL CODE: _____

****A tentative booking allows for a seven day grace period. If, after the end of seven days, there has been no deposit received and/or no contract signed, the Legion will not hold the booking date. A damage deposit amount is required to hold the date. After the event the amount paid for the deposit will be returned to the renter IF there is no damage and everything is left as found. Cancellation must be received 30 days prior to event. BALANCE DUE MUST BE PAID IN FULL NO LESS THAN SEVEN DAYS BEFORE THE EVENT TAKES PLACE. ****

THE RENTER IS RESPONSIBLE FOR ANY DAMAGE CAUSED BY THEMSELVES OR THEIR GUESTS TO ANY PART OF THE LEGION PROPERTY. Decorations CANNOT be attached to the ceiling tiles or the "T" bar system. The use of confetti and or any form of glitter is prohibited.

All refreshments (Alcoholic and Non-Alcoholic) must be purchased from the Legion bar. The Legion will supply and run the bar in accordance with our liquor licence.

Distribution, limitation and corkage charges will apply to special wine purchased on behalf of the renter. **NO PERSONAL ALCOHOL IS ALLOWED ON THE LEGION PREMISES OR GIVEN TO GUESTS AS PRIZES OR GIFTS.**

Special Occasion Permits (S.O.P.) are not permitted in the Legion. Banquet Hall capacity is 200 people. Unless otherwise arranged, only finger foods can be served. Bartender to explain the types of finger foods allowed to be served. **The kitchen MUST be left clean and tidy. NOTE: THE STOVE AND OVENS ARE NOT TO BE USED.**

Games of chance are not permitted in the banquet hall unless the proper licence has been issued by the Alcohol and Gaming Commission and posted behind the bar.

Because of fire regulation, candles (or any open flames) are not permitted in the Legion. Should the fire alarm sound, everyone must evacuate the building immediately. Fire procedures are posted in the kitchen and at all exits. The renter needs to familiarize themselves of those procedures.

Fees

Ladies Auxilliary

Refundable Deposit ① \$300.00 _____
Hall Rental (HST INCLUDED) \$225.00 _____

Coffee required: Large: (100 cups) \$30.00 Small: (30 cups) \$15.00
Tea required: (40 cups) \$15.00

Charges for coffee and tea are to be prepaid to the Ladies Auxilliary (Ladies Auxilliary Branch 519)

Total Due _____

Coffee/Tea charge paid: \$ _____ Date: _____

Catering required: Yes _____ No _____ Referred to: _____

Date	Cash/Chq#/CC	Payer	Branch Rep/Bartender	Amt Rec'd	Ending Balance

Signature of Renter: _____ Printed Name _____

Branch Rep/Bartender: _____

Event date posted to calendar: _____ Hall layout (back of page) Y ___ N ___