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## Event Rental Information

Thank you for selecting Billy Bishop/Kerrisdale Legion for your upcoming event - we are looking forward to hosting your event! As per zoning, regulatory inspections and licencing, we have some restrictions placed on our operations due to:

- physical location of our branch (right in the middle of residential area)
- our liquor licence, which is Club Primary (rules differ from regular restaurant establishment)
- Royal Canadian Legion rules and Branch bylaws

### What does that mean for your event space rental?

1. To rent our space for the event, one has to be our branch member
2. We can not host political agenda events
3. The event can not be open public, or advertised to general public (without knowing who is invited)
4. Guests of the members are permitted
5. Minors (under 19 yrs of age) are not allowed (with some exception)
6. No outside liquor is allowed
7. You can not charge admission fee on premises
8. Event has to be over by 1am latest
9. Payment is required to secure the space
10. Outside catering is allowed (and we also offer in-house catering)

Further explanation of above:

1. **Membership:** If not a member, become a member. It is a yearly membership fee of \$75 and it provides you with access to our lounge throughout out the year, along with great offers and discounts for retailers and services offered to Legion members. Additionally, your membership helps support veterans and numerous charities we donate funds to over the year. Please note that our branch is also a home of the Kits Point Military Museum, and we hold some of the unreplaceable and most unique memorabilia, which is on display on our walls, for everyone to enjoy.
2. **Nature of event:** All Legions, including Billy Bishop/Kerrisdale branch, have to remain apolitical. Political group signage is not allowed on branch premisses. Political parties can host events, however, details have to be disclosed and approved by the Branch prior to the booking.
3. **Private event:** If you are making an invite to your guests, it can not be publicly posted, printed or uploaded to public groups, open social media groups, etc. The organizers information (your name and contact number) must be included in the invite.
4. **Guests attending:** As the event planner, minimum 2 days prior to the event, you will need to have a list of your guests names and city they reside in. Due to our "Club Primary" liquor licence, this step applies to all our guests when they visit our lounge on a regular day visit. Your guests' first and last name, and the city they live in is adequate.
5. **Age of guests:** Due to our strict liquor licence rules, minors are only allowed if all criteria is met:
  - a. They are accompanied by parents/guardians
  - b. They have a full sit-down meal (pizza or snacks are not adequate)
  - c. They stay no later than 8:30pm
6. **Alcohol:** We offer full bar service, with local and import draft beers, bottled beers, cocktails and mixed drinks and non-alcoholic beverage options as well. Should you require a specific brand, or type of drink for your event to be served, please let us know at least 3 weeks prior to the event, and we will order it in for your event. Outside drinks are not allowed.
7. **Admission Fee:** If you wish to recover the cost of the event from your guests, you will have to arrange that with them prior to the event. Admission fees can not be charged on our premisses, nor advertised on your invitations. (some exceptions apply)

8. **Timing:** As per our liquor licence, the latest last-call is at 12:30am, as the event has to come to an end by 1am latest. Due to our physical location, we ask that you remind your guests to be respectful of the residents around us as they arrive and leave the event.
9. **Payment:** Your event is not confirmed until the full payment has been received. The cut off is min 2 weeks prior to the event. That will include food portion as well, should you be option to go with our inhouse catering.
10. **Catering:** You can have outside restaurants cater your event. Please let us know at the time of securing your rental, if you are going to be bringing outside food in. Please note that with outside catering brought in, you will need to provide your own plates, cutlery, napkins, etc. You can rent those from party rental services, have your caterer provide it, or you can rent them from us, at the cost of \$150. We also offer in-house catering service, which needs to be confirmed at least 2 weeks prior to the event.

**Additional information regarding your event:**

- **Your rental includes:**
  - Private space just for your guests to enjoy
  - Bar service
  - Clean up service after the event
  - Sanitized food serving area
  - Use of TVs, projector screen, stage, A/V hook ups, speaker hook ups – if any required
  - Table and chair arrangement, as per your request and instructions
  - Use of dart boards – if required
  - Dance floor area, with disco lights and dance floor dimmable lightning
  - Use of piano (by a piano player if needed)
  - Use of stage, including speaker stand, microphone, etc.
  - Use of easels for your poster board displays and/or sign in table if required
  - Parking: There is NO parking on our premisses – see attached map for parking options
- **We recommend:**
  - To let your guests know where the entry will be (see attached) – events guest use the side door, up the grey staircase, located on the north side of the building. Our address isd 1407 Laburnum St, Vancouver
  - Let your guest know where the parking options are (see attached)
  - Visit our branch at least 1 week prior to the event to test all the audio/visual hook ups, etc.
  - On the day of the event, arrive about 30min to an hour before to set up or decorate for your event



**SIDE DOOR ENTRY  
GREY STAIRCASE**

**VIEW FROM LEFT SIDE  
OF THE BUILDING**

**FRONT OF THE BUILDING  
AT 1407 LABURNUM ST.**

**ENTRY TO THE LEFT OF  
THE BUILDING**

