



THE ROYAL CANADIAN LEGION
KINGSWAY BRANCH No. 175
14339 – 50 Street, EDMONTON, AB T5A 0S9
Phone: (780) 425-8654 Fax: (780) 425-0134
E-mail: mgmt@kingswaylegion.com

Rev: Oct 18

Meeting Contract

Kingsway Branch #175 and _____
Enter into this Catering & Banquet Facility Agreement on the terms and conditions set out below.
Kingsway Legion agrees to provide the room(s), food, beverages, services and amenities
described below and _____
agrees to pay the amounts described below:

Date of Agreement: _____

Date & Time of Event: _____

Number for Meeting: _____

_____ Presidents' Ballroom (225 People)	\$150.00 / 2-4 Hrs. \$300.00 / 4-8 Hrs.
_____ Past Presidents' Ballroom (75 People)	\$100.00 / 2-4 Hrs. \$200.00 / 4-8 Hrs.
_____ Board Room (20 People)	\$70.00 / 2-4 Hrs. \$140.00 / 4-8 Hrs.

Type of Meal Service:

- _____ Buffet - See menus for choices
- _____ **Price is Per Person**
- _____ Dinner – Buffet
- _____ Lunch – Soup & Sandwich
- _____ Breakfast – Muffins & Cookies
- _____ Pop & Juice
- _____ Coffee & Water Only
- _____ Bartender - \$75.00

Amenities:

- _____ Podium / PA System– No Charge
- _____ Projector /Screen \$60.00
- _____ Meeting with no food -
\$10 fee for water jugs and glasses
on tables
- _____ Room re-set charge \$150.00

Payment:

Payment required in full on the day of the event.

MENU PRICES MAY CHANGE DUE TO RISING COSTS

Deposit:

A ***NON-REFUNDABLE BOOKING/DAMAGE DEPOSIT*** equal to the **room rental amount + GST** is required at the time of booking.



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MEETINGS

The rentee(s) and all persons participating with the rentee(s) during the rental period will identify and hold harmless the RCL175 rentor for all claims of personal loss and injury that is not the responsibility of the RCL175 rentor.

THIS BOOKING/DAMAGE DEPOSIT IS NON-REFUNDABLE IF EVENT IS CANCELLED

Please note that we require confirmation of the number of guests to be served at least **8 working days** in advance. If the above meets with your approval, sign this contract and return to the Manager.

Date of Event: _____ Time: _____ Room: _____

<i>Rentee(s)</i>	<i>Contact #1</i>	<i>Contact #2</i>
Name of Group		
Contact Name		
Address		
City, Province		
Postal Code		
Home Phone		
Work Phone		
Cell Phone		
Email		
<i>Signatures</i>		

Florence Werner
Manager
Kingsway Legion Branch No. 175
(Rentor)

Date signed