

ROYAL CANADIAN LEGION BRANCH 196

Box 269, Evansburg, AB T0E 0T0

Phone 780-727-3879

E-mail rclbr196@persona.ca

Rental Date: _____

FACILITY RENTAL AGREEMENT

This agreement is between the
Royal Canadian Legion Branch 196, Evansburg, Alberta
(Otherwise known as the Owner)

And

(Otherwise known as the Renter)

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____ Approx # of people expected _____

Hall capacity for dine & dance is 250 seated/340 people

Type of Function: _____ Time of Function: _____

Time of Arrival: _____ Time of Departure: _____

Do you require the microphone, sound system and podium? Yes _____ No _____

Legion Contact Personnel: _____ Phone: _____

Renter Initial _____

1. Damage Deposit for Community Hall

A damage deposit of \$300.00 is required for the hall at the time of the rental.

- a. This deposit will be returned to the Renter after the Hall has been inspected and there are no damages. An inspection list will be done before the event and as soon as possible after the event.
- b. A weeks' notice will be required for cancellation of rental agreement in order to receive the full damage deposit and rental fee, any less time and half of the rental fee will be kept.

2. Community Hall Rental Rates

- a. Rate – \$300.00 per day with exception for funerals which will be \$200.00.
- b. Renter is responsible to set up and tear down of tables & chairs.
- c. Payment due upon booking.
- d. Bar – will you be running your own bar?

Yes _____ No _____, if yes, you will require the following;

The Renter is responsible to have their bar server to have a valid Pro Serve Certificate, a copy of which MUST be provided to the Owner 7 (seven) days prior to the event.

The Renter is responsible to obtain the appropriate Liquor License, a copy of which MUST be provided the Owner.

The Renter is responsible to obtain Special Event Insurance, a copy of which MUST be provided to the Owner.

3. Condition of Rental

- a. POSITIVELY no confetti, rice or other materials of the same category allowed on the premises.
- b. NO masking tape, staples, stickpins or tacks to hang decorations that will damage the paint. Tape is permitted below the paint line.
- c. The Renter agrees to remove all decorations and personal property after the event.
- d. All garbage MUST be removed from the hall and kitchen by the Renter.
- e. All cardboard MUST be flattened and placed under the stairs by the kitchen door.
- f. The Renter agrees to make sure the hall and/or kitchen are left clean or an extra cleaning charge of \$25.00/ hour will be charged.

Renter Initial _____

- g. Entertainment and liquor sales will end at 1:00 am with one hour to consume and be done by 2:00 am.
- h. The Renter is responsible to ensure there is someone in charge of all issued keys and to make sure all building entrances are closed and locked.
- i. The Renter agrees to pay all damages caused by their function.
- j. The Owner is not responsible for any property of the Renter.

4. Kitchen Rental

A Damage Deposit of \$100.00 will be required.

- a. Rental - \$100.00 per day is required.

The Renter agrees that the Owner is free from all liabilities, injuries or damage to any person or property of the Renter or the person or property of any third party hired or invited by the Renter, resulting from or arising out of the operations of this rental agreement.

I, _____, have read this agreement and agree to all conditions as stated and have the authority to sign on behalf of the organization or individual as stated in this agreement.

Signature of Renter

Date

Signature of Owner Representative

Date

Renter Initial

Hall Deposit _____

Return Hall Deposit _____

Hall Rent _____

Less damage or extra cleaning _____

Projector System _____

Kitchen Deposit _____

Return Kitchen Deposit _____

Kitchen Rent _____

Less damage or extra cleaning _____

Total Amount _____

Total Returned _____

Hall Deposit Function \$300.00

Hall Rent Function \$300.00

Hall Rent Funeral \$200.00

Projector System \$ 20.00

Kitchen Deposit \$100.00

Kitchen Rent \$100.00

Extra Cleaning charge \$ 25.00/hour

Members of Royal Canadian Legion Br. No 196 will receive a 10% discount on rent.

Damage Deposit Check List

Prior to Event

Description	Clean	Comments - Any Work Required	Damage Deposit Received
Hall			Cheque: \$
<i>Carpet Area</i>			
<i>Floor Area</i>			
Kitchen			Cash: \$
<i>Floor Area</i>			
<i>Counter Tops</i>			
Bar			
<i>Floor Area</i>			
<i>Counter Area</i>			
Bathrooms			
<i>Men's - Bar</i>			
<i>Ladies - Bar</i>			
<i>Men's - Stage</i>			
<i>Ladies - Stage</i>			

Contact Signature

Legion Signature

Date: _____

After Event

Description	Clean	Comments - Any Work Required	Damage Deposit Received
Hall			Cheque: \$
<i>Carpet Area</i>			
<i>Floor Area</i>			
Kitchen			Cash: \$
<i>Floor Area</i>			
<i>Counter Tops</i>			
Bar			
<i>Floor Area</i>			
<i>Counter Area</i>			
Bathrooms			
<i>Men's - Bar</i>			
<i>Ladies - Bar</i>			
<i>Men's - Stage</i>			
<i>Ladies - Stage</i>			

Contact Signature

Legion Signature

Date: _____