

Royal Canadian Legion, Branch 103 – Banquet Hall Rental Contract Agreement

Agreement dated _____ between The Royal Canadian Legion Branch 103 and _____, herein known as the Client, for the rental of the Legion's upstairs hall.

DATE OF EVENT: _____ **TIME OF EVENT:** _____

BARTENDER REQUIRED: _____ TIME BARTENDER REQUIRED: _____

Are you a member in good standing of The Royal Canadian Legion? **Yes/No**

If Yes, provide membership # _____

All Clients must sign the contract for liability purposes in case of damage.

Fee Schedule:

Item	Member Price (Tax inc.)	Non-Member Price (Tax inc.)
Banquet Hall Rental (Includes 2 bartenders - client is responsible for clean-up)	700.00	850.00
Hall rental for meetings or children's birthday parties (no bartender and client is responsible for clean-up)	250.00	300.00
Full use of kitchen (client is responsible for clean-up)	150.00	200.00
Use of fridges only (must be emptied at end of event)	25.00	35.00
Tablecloths rental (each) How many required?	8.00	10.00

Contract Total: _____

CONTRACT TERMS:

1. **NO REFUND** of any fees if cancelled within **14 DAYS** of the event.
2. The cost for repairing any damages will be the responsibility of the Client.
3. **Food NOT supplied by the Branch may be brought in from a licensed/insured caterer. The Client is responsible for removing all food containers and depositing all waste and recycling in appropriate bins before leaving. The Legion is not responsible for any illness resulting from food brought in from any outside source.**
4. Alcohol NOT supplied by the Branch is not permitted on Branch property.
5. **The Client and guests must remove all personal belongings at the end of the event.** Branch 103 does not assume responsibility for any items left behind.

6. **CANNABIS PRODUCTS ARE NOT ALLOWED ON LEGION PREMISES (EDIBLES, OILS AND CONSUMABLES). THE LEGION WILL NOT BE RESPONSIBLE IF THIS STIPULATION IS NOT ADHERED TO.**
7. Floating, battery-operated or non-combustible gel candles are permitted.
8. Legion pictures, memorabilia and equipment must not be removed, tampered with or covered.
9. The use of confetti-type products is strictly prohibited anywhere in the Legion. Violation of this will result in an additional \$200 cleaning fee.
10. It is the responsibility of the client to ensure that these terms are adhered to and to communicate this to all concerned parties, including professional decorators.
11. The Hall will be inspected prior to and following events to ensure compliance.
12. The bar will close at 1:00 am and the Hall will be vacated by 1:30 am.
13. **Absolutely no alcohol is permitted outside the Legion. Persons caught with alcohol outside the Legion will not be allowed back into the Hall. Failure to comply will result in the bar being closed.**
14. The Legion is not responsible for injuries incurred on the premises.
15. No gambling of any kind is permitted, however raffles or draws may be allowed if the client obtains a license from the municipality. **Proof of license is required.**
16. Smoking is **prohibited** anywhere in the building or within 26 feet of entrances.
17. **ANY VIOLATION OF THE ABOVE RULES MAY RESULT IN YOUR EVENT BE CLOSED DOWN AND ALL GUESTS ASKED TO LEAVE THE PREMISES.**

Client Phone: _____

Client Email: _____

Client Mailing Address: _____

Special Requests: _____

Estimated # of Attendees: _____ (190 max capacity) Fee Paid: \$ _____

Date of Refund (If applicable): _____

Amount of Refund: _____

Agreement Dated: _____

Signed:

Client

BRANCH 103 REPRESENTATIVE

Payment: Must be made within 1 week after booking in order to secure your date. Payment can be made at the Legion or e-transfer to:

rclbr103bookings@gmail.com