



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: March 19

Banquet

Kingsway Branch No.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 as per terms and conditions described below:

1. **Date of Agreement:** _____
2. **Date and Time of Event:** _____
3. **Number in Party:** _____
4. **Banquet Room Requested:** _____
Banquet Catering must be included for these room prices.
Must use our Caterers. No outside food or beverages allowed.
Presidents' Ballroom: up to 225 people
 - \$225.00 per day (minimum 100 Adults)
 - \$500.00 per day (if less than 100 Adults)
Past President Ballroom: 75 People \$125.00 per day
Buffet & Luncheon – See menu for choices
5. **Type of Meal Service:** _____
PRICES ARE PER PLATE—Subject to change due to rising costs.
6. **Type of Bar Service:** _____
CASH BAR – Guests pay for their own drinks directly to the bartender at our posted prices.
_____ **TOONIE BAR** – Guests pay \$2.00 the rest of cost is covered by the host. There will be a 10% gratuity added to the amount owing. E.g.: a drink is \$5.50 your guest pays \$2.00 gratuity is added to remainder \$3.50 that works out to be .50 cents per drink, for a total of \$3.50 charged to the host.
_____ **HOST BAR** – The host pays the bar tab at our posted prices with the function payment and a 10% gratuity is added.
_____ **TICKETS** – The host pays the bar tab at our posted prices with the function payment and a 10% gratuity is added.
_____ **BARTENDER** – \$75.00
_____ Presidents' Ballroom \$63.49 + GST
_____ Past Presidents' Ballroom \$44.13 + GST
7. **Music - SOCAN Fee:(If applicable)** _____
8. **Amenities**
_____ Tablecloths – \$4.00 ea. Colour: _____
_____ Napkins – \$1.00 ea. Colour: _____
_____ Podium – No Charge PA System – No Charge
_____ Bud Vases – No Charge
_____ Screen & Projector - \$60.00
_____ Room Set Up \$150.00 (other than initial setting)

9. Hours:

Liquor Service will stop at 1:00 a.m.

Music to be completed at 1:00 a.m.

Facility will be vacated by 2:00 a.m.

10. Deposit:

10.1 Booking/Damage Deposit \$500.00 refundable or partially refundable unless there is damage to the room or equipment. Payment of booking/damage deposit is required at time of booking.

11. Payment:

11.1 Payment of the outstanding balance is required in full 30 days prior to the event.

11.2 If payment is not received 30 days prior to the event a service fee equal to 3% of the total cost of the event will be charged.

11.3 If payment in full is not received 10 days prior to the event Kingsway Legion at its discretion may cancel the event and retain the non-refundable deposit.

12. Cancellation Policy:

12.1 Booking/Damage Deposit is not refundable.

12.2 Client/rentee understands that upon entering into this agreement, Kingsway Legion is committing time and resources to this Event and thus cancellation would result in lost income and lost business opportunities in an amount hard to precisely calculate. Therefore, the following cancellation limitations will apply:

12.2.1 If the Client/rentee needs to cancel the event, Client/rentee must provide written notice to Kingsway Legion along with any required cancellation fee described in this agreement, to effect cancellation.

12.2.2 If Client/rentee requests cancellation of this agreement 90 days or more before the Event, Kingsway Legion shall be entitled to 100 % of the non-refundable deposit.

12.2.3 If Client/rentee requests cancellation of this agreement 58 days or more but less than 90 days before the Event, Kingsway Legion shall be entitled to 100 % of the non-refundable deposit plus 15% percent of the total cost of the event.

12.2.4 If Client/rentee requests cancellation of this agreement 29 days or more but less than 58 days before the Event, Kingsway Legion shall be entitled to 100% of the non-refundable deposit plus 50% of the total cost of the event.

12.2.5 If Client/rentee requests cancellation of this agreement 7 days or more but less than 29 days before the Event, Kingsway Legion shall be entitled to 100% of the non-refundable booking/damage deposit plus 100% of the cost of the total event.

13. Price Increases:

There may be increases in prices due to unforeseen changes in market conditions at the time of your event.

14. Menu to be served:

The Parties have agreed to the menu attached to this Agreement. Kingsway Legion reserves the right to make small changes to the menu due to reasons beyond the control of Kingsway Legion.

15. Resolution of disputes:

15.1 The Parties agree not to post any negative information about the other arising out of this agreement or Event on any online forum or website.

15.2 Both parties agree to seek a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.

16. Force Majeure:

16.1 The client/rentee(s) and all persons participating with the client/rentee(s) during the rental period will indemnify and hold harmless the Kingsway Legion (the rentor) for all claims of personal loss and or injury, any damage, theft, or loss of property occurring at the event

16.2 Neither party shall be responsible for failure to perform this agreement if circumstances beyond their control, including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by Kingsway Legion, or governmental authority.



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This document, along with its exhibits and attachments, constitutes the entire agreement between the Parties. Please sign this agreement and return with a **Booking/Damage Deposit of \$500.00.**

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

Client agrees to provide Kingsway Legion with the final total number of guests no later than **8 working days** before the Event.

Any changes to this Agreement must be **in Writing & Signed** by both Parties.

Date of event: _____ Time: _____ Room: _____

<i>Rentee(s)</i>	<i>Contact #1</i>	<i>Contact #2</i>
Name of Group		
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



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FOR INTERNAL USE
Banquet Contract / Payment Schedule “A”

Name(s) / Organization: _____

Today's Date _____ **Date of Function:** _____ **Time:** _____

of Guests _____ **Adults** _____ **Children 10 & Under** _____

Room: _____ **Presidents' Ballroom** _____ **Past Presidents' Ballroom** _____ **Boardroom** _____

_____ **Podium** _____ **Mic** _____ **Screen / Projector** _____

Room Rent: _____ **Deposit:** _____

Decorations _____ **Centerpieces:** _____

Tablecloths _____ **Napkins** _____

Qty: _____ **Colour:** _____ **Qty:** _____ **Colour:** _____

Menu: _____ **Late Lunch Menu:** _____

Banquet Menu Per Person \$ _____ **Late Lunch Menu:** \$ _____

Dinner Time: _____ **Late Lunch Time:** _____

Head Table for: _____ **Not Served** _____

Wine Glasses: _____ **Wine:** _____ **Liters** _____ **Bottles** _____

_____ **Pop** _____ **Juice** _____ **Punch** _____

Bar Open: _____ **Bar Closed:** _____

Bartender(s): _____

Music Start Time: _____ **SOCAN:** _____ **\$63.49** _____ **\$44.13** _____
_____ **+ GST** _____ **+ GST** _____

Extra Remarks: