



Hall Rental Agreement

Agreement (made in duplicate) this _____ day of _____, 20____
BETWEEN Branch 17, Courtenay Legion, 367 Cliffe Avenue, Courtenay, V9N 2J1, herein after
called the Lessor **AND** (Contact Name) _____ (the Lessee)
In consideration of the sum of \$ _____, the Lessor agrees to lease the Lessee the
room known as the Banquet Hall from (time) _____ to _____, on the
day/night of _____, 20_____.

TYPE OF FUNCTION: _____ Number of guests (max 160): _____

Courtenay Legion Member : YES _____ NO _____ Membership # _____
(20% discount on hall + kitchen rental only)

Are you a member of one of the following: (10 % discount on hall and kitchen rental)

*Proof of ID for the following must be supplied with application

Military Veteran Legion (other than Courtenay) GSAR
 RCMP officer Firefighter Paramedic

BAR

The Legion will supply all bar items at no extra cost and any profit from the bar is retained by the Legion. The Lessee shall use Legion certified bar stewards & shall pay them in cash at the event \$17.00 per hour, including clean up time. The number of bar stewards required will depend on type of function + number of guests at the discretion of the bar manager.

KITCHEN

Legion catered: Dianna Pelletier, Ladies Auxilliary @ 250-338-8432. The cost is subject to the menu and payment, which will be directed by Ladies Auxilliary.

Outside Caterer or DIY(do it yourself) : \$100.00 per event

*The use of kitchen includes use of fridge, counter tops, one coffee urn and use of oven. This includes the use of dishes and cutlery.

*The kitchen must be thoroughly cleaned after use or will be subject to partial or complete loss of deposit.

HOUSE RULES

*It is the Lessees' responsibility to ensure that no alcohol is consumed outside of the hall (including stairways). If fundraising, there is no soliciting of Members in the downstairs Lounge. Bar closes at 12:30 am. Drinks must be off the table by 1:00 am. The Bar Steward is in charge of the premises at all times. NO confetti allowed on Legion property. All decorations must be removed the night of the event.

*The Lessee further agrees to be personally responsible for any damage done by any member of the organization or party who is renting the premises. Reimbursement for the full amount of repairs will be paid to the Lessor.

*The Lessee is responsible to clean the hall and return all tables and chairs to the original layout or be subject to partial or complete loss of deposit. All garbage must be put in garbage containers in designated areas throughout the hall.