



THE ROYAL CANADIAN LEGION
KINGSWAY BRANCH No. 175
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The Kingsway Legion is the 'Home of Hospitality'. Here, you will find great food and splendid service that will help make your special occasion memorable. Our service, food and prices make us one of the best "value for your money" locations in Edmonton. Compare our facility, food prices and commitment, and we know that you will be impressed.

BANQUET ROOMS:

The Banquet rooms are air conditioned with ample lighting to suit your needs. Each room also has a PA system. Both rooms offer a variety of set up options for various sized groups of people and types of events. We offer both round and rectangular tables.

The Maple Leaf Ballroom can seat up to 225 people with round tables and can accommodate more with different set ups. (see website for more set ups)

The Wild Rose Ballroom can seat up to 75 people with round tables.

Our Boardroom, which seats up to 20 people and has overhead projector, is ideal for meetings.

The Kingsway Legion is very flexible. We will always try to accommodate you so that your event is unique and special. To assist us in making your function run smoothly, we require one individual to act as a liaison for your group. All communication between our staff and your group should be made through this person.

Our booking contract is enclosed. If you have any questions, please feel free to call the office between 10:00 a.m. and 4:00 p.m. Tuesday to Saturday. We are happy to assist you.

**Book an appointment to view our venue and
select the room that best suits your needs**

BOOKING/DAMAGE DEPOSIT:

To secure your room booking we require a **deposit at the time of booking.**
This payment is NON-REFUNDABLE if booking is cancelled.

Podium, microphone, bud vases, and silk flowers are available to you at no extra cost.

Projector & Screen rental is \$60.00

Our system uses an HDMI connection for our overhead projector

WI-FI:

Wi-Fi is available throughout our building for your convenience. However, there is no IT person on site.

TABLE SET UP:

Banquet tables in the Maple Leaf Ballroom are round and seat 6 to 8 people.

Banquet tables in the Wild Rose Ballroom are round tables and can seat 6 to 8 people per table.

Other set ups are available to meet your needs. Please ask the manager. A setup fee will be charged.

CLOAKROOM:

The cloakroom is available at no cost.

PARKING:

The Legion offers free parking for up to 230 spaces according to availability. We have 6 handicapped parking stalls and a handicapped drop off zone at the front door.

ACCESSIBILITY:

Our building, including our washrooms, is wheelchair accessible.

DINNER:

**NO OUTSIDE FOOD IS PERMITTED IN OUR FACILITY;
YOU MUST USE OUR CATERING SERVICES.**

Our dinners are served buffet style.

- Please see attached menus
- We also offer a restaurant with a la carte meals that can be ordered. We have daily specials along with our regular menu fare

We supply all tables, chairs, dishes, cutlery and glasses.

- According to Board of Health Regulations **HOT food cannot** be taken out of the building or brought in.
- Cold leftovers may be taken home as long as you provide your own containers. If we pack it in our containers there is a \$50 flat fee.

Upon conclusion of your meal we request a **15-minute** time period to clean the buffet area and tables prior to the start of your program.

BAR SERVICE:

If requested, we will supply a bartender to you at a charge of \$75.00.
Please see the enclosed *Banquet Bar Selections* list.

- **No outside alcohol is permitted; this includes homemade wines as per AGLC regulations. There is no corkage charge.**

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 the cost is covered by the host. There will be a 10% gratuity added to the amount owing.

HOST BAR – The host pays the bar tab at our posted prices with the function payment and a 10% gratuity added.

TICKETS – The host is given tickets to give to their guests for drinks. The host pays the bar tab based on tickets cashed in. A 10% gratuity is added.

Liquor prices are subject to change at any time.

HOURS:

7:00 am to 2:00 am

OVERNIGHT ACCOMMODATIONS:

For you or your out of town guests we have a partnership with:

Rosslyn Inn and Suites
13620 - 97 Street NW
Edmonton, AB
780-476-6241
1-877-785-7005

www.rosslynnandsuites.com
reserve@rosslynnandsuites.com

Holiday Inn Edmonton North
13742- 50 Street NW
Edmonton, AB
780-476-9898
www.hiexpress.com/edmontonnorth

Please indicate at the booking time that your event is being held at the Kingsway Legion to get the reduced rates. You must contact the Legion prior to booking for a confirmation #.