



THE ROYAL CANADIAN LEGION  
 KINGSWAY BRANCH # 175  
 14339 – 50 Street, EDMONTON, AB T5A 0S9  
 Phone: (780) 425-8654 Fax: (780) 425-0134  
 E-mail: [mgmt@kingswaylegion.com](mailto:mgmt@kingswaylegion.com)  
[Kingswaylegionbanquetrooms.ca](http://Kingswaylegionbanquetrooms.ca)

Rev: November  
 2023

## BANQUET ROOM HALL RENTAL ONLY

Kingsway Branch #175 and \_\_\_\_\_  
 enter into this Banquet Facility Agreement on the terms and conditions set out below.  
 Kingsway Legion agrees to provide the room(s), and amenities described below and agrees to pay the  
 amounts as per terms and conditions described below:

1. **Date of Agreement:** \_\_\_\_\_
2. **Date & Time of Event:** \_\_\_\_\_
3. **Number in Party:** \_\_\_\_\_
  
4. **Banquet Room Requested:**

_____	Both Rooms Contact Management	
_____	Maple Leaf 225 people	\$1800.00 per day
_____	Wild Rose Ballroom: 60 people	\$800.00 per day
  
5. **Set-up Day Before:**

_____	Maple Leaf Ballroom After 5:00 PM	\$400.00 per hr
_____	Wild Rose Ballroom After 5:00 PM	\$150.00 per hr

**Must have own Liability Insurance and provide copy**  
 \_\_\_\_\_  
**Must have own liquor license and provide copy**  
 \_\_\_\_\_
  
6. **Bar Service:**

_____	Bartender	\$150.00
_____	Corkage	\$8.00 per person
_____	<b>If bringing own bartender, must have ProServe Certificate and provide copy</b>	
_____		
  
7. **Music – SOCAN fee: (If applicable)**

_____	Maple Leaf Ballroom	\$95.00
_____	Wild Rose Ballroom	\$65.00
  
8. **Amenities: If requested**

_____	Chair Set-up	\$200.00
_____	Tablecloths Colour: _____	\$4.00 each
_____	Napkins Colour: _____	\$1.25 each
_____	Podium/PA System	\$20.00
_____	Projector & Screen	\$60.00
  
9. **Hours:**

Liquor Services will stop at 1:00 AM  
 Music to be completed at 1:00 AM  
 Facility will be vacated by 2:00 AM

- 10. Deposit:**
- 10.1 Booking/Damage Deposit \$800.00** payment of damage deposit is required at time of booking. Refundable or partially refundable unless there is damage to the room or equipment.
- 11. Payment:**
- 11.1 FULL PAYMENT** is to be made **30 days prior** to the event.
- 11.2** If payment in full is not received **10 days prior** to the event, "RCL 175" 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, RCL 15 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 cancellation policy will remain.
- 13. Resolution of Disputes:**
- 13.1** 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.
- 13.2** Both Parties agree to seed a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.
- 14. Force Majeure:**
- 14.1** The Client/Rentee(s) and all persons participating with the Client/Rentee(s) during the rental period will indemnify and hold harmless the (Rentor) for all claims of personal loss and/or injury, any damage, theft, or loss of property occurring at the Event.
- 14.2** 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 "RCL 175", or governmental authority.
- 15. Guests:**
- 15.1** Client agrees to provide "RCL 175" with the final total number of guests no later than **8 working days** before the Event.



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Rev:Nov.2023

Please note that we require confirmation of the number of guests at least forty-eight hours in advance. If the above meets with your approval, sign this contract and return with a Damage deposit of \$800.00.

Payment is required as per this agreement. Deposit will be refunded if no damage and room is left clean.

Extra charges will be billed separately.

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

<b><i>Rentee(s)</i></b>		
Name		
Address		
City, Province		
Postal Code		
Home Phone		
Work Phone		
Cell Phone		
Email		
<b><i>Signature</i></b>		

This document, along with its exhibits and attachments, constitutes the entire agreement between the parties. I have read and understand the above contract.

\_\_\_\_\_  
(Please sign above)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Florence Werner  
Manager  
Kingsway Legion Branch # 175



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## Contract/Payment Schedule "A"

Name(s)/Organization: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time: \_\_\_\_\_

# of Guests: \_\_\_\_\_ Adults \_\_\_\_\_ Children

Room Booked: \_\_\_\_\_ Maple Leaf Room \_\_\_\_\_

Wild Rose Room \_\_\_\_\_

Room Rent: \_\_\_\_\_ Paid \_\_\_\_\_

Deposit: \_\_\_\_\_ Paid \_\_\_\_\_

Required: \_\_\_\_\_ Podium

\_\_\_\_\_ Mic

\_\_\_\_\_ Screen/Projector

\_\_\_\_\_ Decorations

\_\_\_\_\_ Supplying Own Decorations

\_\_\_\_\_ Centerpieces

\_\_\_\_\_ Supplying Own Centerpieces

\_\_\_\_\_ Tablecloths – Colour

\_\_\_\_\_ Qty \_\_\_\_\_

\_\_\_\_\_ White Chair Covers

\_\_\_\_\_ Qty \_\_\_\_\_

\_\_\_\_\_ Chair Covers – Colour

\_\_\_\_\_ Qty \_\_\_\_\_

\_\_\_\_\_ Napkins – Colour

\_\_\_\_\_ Qty \_\_\_\_\_

Dinner Served Time: \_\_\_\_\_

Menu: \_\_\_\_\_

Banquet Menu per Person: \_\$ \_\_\_\_\_

Late Lunch Served Time: \_\_\_\_\_

Late Lunch Menu: \_\_\_\_\_

Late Lunch Menu per Person: \_\$ \_\_\_\_\_

Head Table for: \_\_\_\_\_

\_\_\_\_\_ Not Served

Wine Glasses: \_\_\_\_\_

Wine: \_\_\_\_\_ Liters

\_\_\_\_\_ Bottles

\_\_\_\_\_ Pop

\_\_\_\_\_ Juice

\_\_\_\_\_ Punch

Bar Open: \_\_\_\_\_

Bar Closed: \_\_\_\_\_

Music Start Time: \_\_\_\_\_

SOCAN: \_\_\_\_\_ \$65.00 \_\_\_\_\_ \$95.00

Extra Remarks: