



THE ROYAL CANADIAN LEGION  
 KINGSWAY BRANCH # 175  
 14339 – 50 Street, EDMONTON, AB T5A 0S9  
 Phone: (780) 425-8654 Fax: (780) 425-0134  
 E-mail: flo.werner@kingswaylegion.ca

Rev: May 2026

## Banquet

Kingsway Branch #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 & Time of Event:** \_\_\_\_\_

3. **Number in Party:** \_\_\_\_\_

4. **Banquet Room Requested:** \_\_\_\_\_ Both Rooms Contact Management  
 \_\_\_\_\_ Maple Leaf's Ball Room: 200 people \$300.00 per day  
 \_\_\_\_\_ Wild Rose Ball Room: 60 People \$200.00 per day  
 \_\_\_\_\_ Bartender \$100.00

5. **Type of Meal Service:** \_\_\_\_\_ Buffet – See menu for choices

\_\_\_\_\_ **PRICES ARE PER PLATE**

\_\_\_\_\_ Luncheon - See menu for choices

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 \$6.00 your guest pays \$2.00 gratuity is added to remainder \$4.00 that works out to be \$4.40 cents per drink,

\_\_\_\_\_ **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.

7. **Music - SOCAN Fee:** \_\_\_\_\_  
 (resound)

\_\_\_\_\_ Maple Leaf Ball Room \$100.00

\_\_\_\_\_ Wild Rose Ball Room \$85.00

8. **Amenities**

\_\_\_\_\_ Tablecloths – \$6.75 each Color: \_\_\_\_\_

\_\_\_\_\_ Napkins – \$1.75 each Color: \_\_\_\_\_

\_\_\_\_\_ Podium – No charge

\_\_\_\_\_ PA System – \$ 25.00

\_\_\_\_\_ Bud Vases– No Charge

\_\_\_\_\_ Screen & Projector – \$100.00

\_\_\_\_\_ Table set up if different \$300.00

- 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 Damage Deposit \$500.00** refundable or partially refundable unless there is damage to the room or equipment. Payment of damage deposit is required at time of booking.
- 11. Payment:**
- 11.1** Full Payment is to be made 15 days prior to the event, unless other arrangements have been made with the office.
- 11.2** If payment in full is not received 10 days prior to the event RCL175 at its discretion may cancel the event and retain the non-refundable deposit.
- 11.3** Any outstanding payments are due within 30 days of the function otherwise 3% interest will be added to the invoice.
- 12. Cancellation Policy:**
- 12.1 Booking/Damage Deposit is not refundable.**
- 12.2** .Client/rentee understands that upon entering into this agreement, RCL175 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.
- 12.3** If Client/rentee requests cancellation of this agreement 90 days or more before the Event, RCL175 shall be entitled to 100 % of the non-refundable deposit.
- 13. Menu to be served:** The Parties have agreed to the menu attached to this Agreement RCL175 reserves the right to make small changes to the menu due to reasons beyond the control of RCL175. There may be increases in prices due to unforeseen changes in Market conditions
- 14. 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.

**15. 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 RCL175 (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 RCL175, or governmental authority.

**16. Guests:**

**17.1** Client agrees to provide RCL175 with the final total number of guests no later than 2 days before Event.

This document, along with its exhibits and attachments, constitutes the entire agreement between the Parties. Please sign this agreement and return with a: **Booking Deposit of \$500.00.**  
Any changes to this Agreement must be in Writing & Signed by both Parties

<b><i>Rentee(s)</i></b>	<b><i>Contact #1</i></b>	<b><i>Contact #2</i></b>
Name		
Address		
City, Province		
Postal Code		
Home Phone		
Work Phone		
Cell Phone		
Email		
Signature		

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Florence Werner  
Manager  
Kingsway Legion Branch # 175  
(RCL175 Rentor)



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E-mail: [mgmt@kingswaylegion.com](mailto:mgmt@kingswaylegion.com)

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### Contract / Payment Schedule “A”

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

Today's Date \_\_\_\_\_ Date of Function: \_\_\_\_\_ Time: \_\_\_\_\_

# of Guests \_\_\_\_\_ Adults \_\_\_\_\_ Children 10 & Under \_\_\_\_\_

Room: \_\_\_\_\_ President's Ball Room \_\_\_\_\_ Past President's Ball Room \_\_\_\_\_ Boardroom \_\_\_\_\_  
Room \_\_\_\_\_

Podium \_\_\_\_\_ Mic \_\_\_\_\_ Screen / Projector \_\_\_\_\_

Room Rent: \_\_\_\_\_ Deposit: \_\_\_\_\_

Decorations: \_\_\_\_\_ Centerpieces: \_\_\_\_\_

Tablecloths \_\_\_\_\_

Napkins: \_\_\_\_\_

White covers: \_\_\_\_\_

Qty: \_\_\_\_\_ Color: \_\_\_\_\_ Qty: \_\_\_\_\_ Color: \_\_\_\_\_

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: \_\_\_\_\_

Music Start Time: \_\_\_\_\_ SOCAN: \_\_\_\_\_ \$85.00 \_\_\_\_\_ \$100.00 \_\_\_\_\_

Extra Remarks: If changes are needed to room set up there will be a charge