



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: flo.werner@kingswaylegion.ca

Rev Jan. 2026

Celebration of Life

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 & Time of Luncheon:** _____
- 3. Number of Guests:** _____
- 4. Banquet Room Requested:**

<input type="checkbox"/> Both Rooms	Contact Management
<input type="checkbox"/> Maple Leaf Ballroom (200 People)	\$300.00/day
<input type="checkbox"/> Wild Rose Ballroom (60People)	\$200.00/day
Chair Set up – \$275.00, if service is to be held at Legion	
Buffet – See menu for choices	
Price is per plate	
Luncheon - See menu for choices	
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. ie: a drink is \$6.00 your guest pays \$2.00 gratuity is added to remainder \$4.00 that works out to be .40 cents per drink, for a total of \$4.40 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 – \$100.00	
Tablecloths – \$6.75 each Colour: _____	
Napkins -----\$1.75 each Colour: _____	
Podium / PA System – \$25.00	
Projector and Screen \$100.00	
Bud Vases – No Charge	
Other _____	
- 5. Type of Meal Service:**
No outside Food or Beverages Allowed _____
- 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. ie: a drink is \$6.00 your guest pays \$2.00 gratuity is added to remainder \$4.00 that works out to be .40 cents per drink, for a total of \$4.40 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 – \$100.00
- 7. Amenities:**
Tablecloths – \$6.75 each Colour: _____
Napkins -----\$1.75 each Colour: _____
Podium / PA System – \$25.00
Projector and Screen \$100.00
Bud Vases – No Charge
Other _____
- 8. Payment:**
Payment required in full on or before the day's event.
If payment is not received in 30 days, 3% service charge will be added.



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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.

Date of event: _____ Time: _____ Room: _____

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

Florence Werner
Manager
Kingsway Legion Branch No. 175
(Rentor)

Date signed