



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: May 2026

Wedding

Kingsway Branch No.175 and _____
Here after known as the **Rentee** 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 the **Rentee** 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:** If Wedding Ceremony & Reception are in the same room, there will be an additional **\$275.00 fee** for setup of tables & chairs.
Catering is required for these room prices. The Rentee Must use our caterer. No outside food or beverages allowed.

Maple Leaf Ballroom: 200 people \$800.00 per day
Wild Rose Ballroom: 60 people \$300.00 per day
5. **Type of Meal Service:** *Must use our Caterer.* All dishes, cutlery & glasses are supplied.

Buffet – **Head table is NOT served.** See menu for choices

Late Lunch- Served on Paper Plates. See menu for choices

MENU PRICES MAY CHANGE DUE TO RISING COSTS
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. Cost difference is covered by the host. A 10% gratuity will be added to the amount owing. ie: a drink that is \$6.00 the guest pays \$2.00, gratuity is added to remainder \$4.00. That works out to be

0.40 cents per drink, for a total of \$4.40 charged to the host.

6. **Type of Bar Service (cont'd):** _____ **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: (If applicable)**

Maple Leaf Ballroom: 200 people \$800.00 per day

Wild Rose Ballroom: 60 people \$300.00 per day

8. **Amenities:**

_____ Chair Set up – \$275.00

_____ Tablecloths – \$6.75 each Color: _____

_____ Napkins – \$1.75 each Color: _____

_____ Podium/ PA System – \$25.00

_____ Projector & Screen - \$100.00

_____ Bud Vases – No Charge

_____ Other: _____

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:**

Booking/Damage Deposit is \$500.00 refundable or partially refundable unless there is damage to the room or equipment. Payment of Booking/Damage Deposit is required at time of booking.

11. **Payment:**

11.1 **FULL PAYMENT** is to be made 30 days prior to the event, unless other arrangements have been made with the office.

11.2 If payment 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 The **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:

12.2.1 If the **Rentee** needs to cancel the event, **Rentee** must provide written notice to RCL175 along with any required cancellation fee described in this agreement, to effect cancellation.

12.2.2 If the **Rentee** requests cancellation of this agreement 90 days or more before the Event, RCL175 shall be entitled to 100 % of the non-refundable booking/damage deposit.

12.2.3 If the **Rentee** requests cancellation of this agreement 58 days or more but less than 90 days before the Event, RCL175 shall be entitled to 100 % of the non-refundable booking/damage deposit plus 15% percent of the total cost of the event.

12.2.4 If the **Rentee** requests cancellation of this agreement 29 days or more but less than 58 days before the Event, RCL175 shall be entitled to 100% of the non-refundable booking/damage deposit plus 50% of the total cost of the event.

12.2.5 If the **Rentee** requests cancellation of this agreement 7 days or more but less than 29 days before the Event, RCL175 shall be entitled to 100% of the non-refundable booking/damage deposit plus 100% of the cost of the total event.

13. Price Increase

There may be increases in prices due to unforeseen changes

14. 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 RCL175

15. 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.

16. Force Majeure:

16.1 The **Rentee(s)** and all persons participating with the **Rentee(s)** during the rental period will indemnify and hold harmless the RCL175 (the **Rentee**) 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.

17. Guest:

Client agrees to provide RCL175 with the final total number of guests no later than **8 working days** before event.

This document, along with its exhibits and attachments, constitutes the entire agreement between the Parties.

I have read and understood the above contract.

(Signature(s))



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Please note that we require confirmation of the number of guests to be served at least **8 working days** in advance. If the above meets with your approval, sign this contract and return with a booking deposit of **\$500.00**.

CANCELLATION POLICY:

THIS BOOKING/DAMAGE DEPOSIT IS NON-REFUNDABLE IF THE EVENT IS CANCELLED

Payment is required as per this agreement.

Extra charges will be billed separately.

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

Date of event: _____ Time: _____ Room: _____

<i>Rentee(s)</i>	<i>Bride</i>	<i>Groom</i>
Name		
Address		
City, Province		
Postal Code		
Home Phone		
Work Phone		
Cell Phone		
Email		
I have read and understood the above contract.		
<i>Signatures</i>		

Florence Werner
Manager
Kingsway Legion Branch No. 175

Date signed



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Wedding Contract / Payment Schedule “A”

Name(s)/Organization: _____

Today's Date: _____ Date of Function: _____

Time: _____ # of Guests: _____ Adults _____ Children

Room Booked: ___ Maple Leaf ___ Wild Rose Room ___ Boardroom

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: ___ \$75.00 ___ \$95.00

Extra Remarks: