



THE ROYAL CANADIAN LEGION

KINGSWAY BRANCH # 175

14339 – 50 Street, EDMONTON, AB T5A 0S9

Rev: Jan. 2026

Phone: (780) 425-8654 Fax: (780) 425-0134

E-mail: flo.werner@kingswaylegion.ca

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

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 # 175
(RCL175 Rentor)



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E-mail: 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 _____
Podium _____ Mic _____ Screen / Projector _____

Room Rent: _____ Deposit: _____

Decorations: _____ Centerpieces: _____

Tablecloths _____ White covers: _____

Napkins: _____

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