



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
 Kingswaylegionbanquetrooms.ca

Rev: May 2026

MARKETS, TRADE SHOWS & CONVENTION RENTALS

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:**

<input type="checkbox"/>	Both Rooms Contact Management	
<input type="checkbox"/>	Maple Leaf 275 people	\$1650.00 per day
<input type="checkbox"/>	Wild Rose Ballroom: 60 people	\$600.00 per day
5. **Set-up Day Before:**

<input type="checkbox"/>	Maple Leaf Ballroom After 5:00 PM	\$650.00 per day
<input type="checkbox"/>	Wild Rose Ballroom After 5:00 PM	\$200.00 per day
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	Tables \$15.00 each to rent	
6. **Amenities: If requested**

<input type="checkbox"/>	Table and Chair Set-up	\$350.00
<input type="checkbox"/>	Tablecloths Colour: _____	\$7.50 each
7. **Hours:**

Facility can be open at 7:00 AM
 Facility will be vacated by 2:00 AM
8. **Deposit:** **Booking/Damage Deposit \$800.00** payment of damage deposit is required at time of booking.
9. **Payment:**
 - 9.1 **FULL PAYMENT** is to be made **30 days prior** to the event.
 - 9.2 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.
10. **Cancellation Policy:**
 - 10.1 **Booking/Damage Deposit is not refundable.**

10.2 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.

11. Resolution of Disputes:

11.1 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.

11.2 Both Parties agree to seed a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.

12. Force Majeure:

12.1 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.

12.2 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.

13. Tables:

13.1 Client agrees to provide "RCL 175" with the final total number of tables no later than **8 working days** before the Event.



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

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

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

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