



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

### 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:**
  - \_\_\_\_\_ **Both Rooms** Contact Management
  - \_\_\_\_\_ Maple Leaf Ballroom (200 People) \$300.00/day
  - \_\_\_\_\_ 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
- 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: \_\_\_\_\_

<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		

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

\_\_\_\_\_  
Date signed