



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: mgmt@kingswaylegion.com

Rev Jan. 2025

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) \$275.00/day

_____ Wild Rose Ballroom (60People) \$175.00/day

_____ **Chair Set up** – \$250.00, if service is to be held at Legion

5. **Type of Meal Service:** _____

_____ Buffet – See menu for choices

No outside Food or

_____ Price is per plate

Beverages Allowed

_____ 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. 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 – \$6.50 each Colour: _____

_____ Napkins ----- \$1.50 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: _____

| <i>Rentee(s)</i> | <i>Contact #1</i> | <i>Contact #2</i> |
|-------------------------|--------------------------|--------------------------|
| 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