



Erin Legion Branch 442
12 Dundas St E., Erin, ON N0B 1T0
(519) 833-2212
erincanadianlegion@bellnet.ca

HALL BOOKING AGREEMENT

Date of Event: _____ Time: from _____ to _____

Type of Function: _____

Number of guests expected to be in attendance: _____

Catering services requested: ☐ Yes ☐ No

Kitchen facilities requested: ☐ Yes ☐ No

Legion bar requested: ☐ Yes ☐ No

(If no Legion bar – see attached Terms and conditions)

Special requests for Bar or hall set-up: _____

Deposit: \$ _____ 200.00 To be returned upon satisfactory condition of the premises

Kitchen rental: \$ _____ Only if required

Hall rental: \$ _____

HST: (13%) \$ _____

TOTAL \$ _____

Name of person(s) in charge of the event: _____

Address: _____ City: _____ Postal code: _____

Phone: _____ Email: _____

Lessee signature: _____ Date: _____

Legion signature: _____ Date: _____

PLEASE READ TERMS AND CONDITIONS BEFORE SIGNING CONTRACT. Total amount is due to confirm booking. No minors will be served alcohol and will be the responsibility of the person(s) in charge of the hall rental.

Terms and conditions

(Legion Bar)

The Lessee agrees to the following terms and conditions by reading checking off specific statements and initializing the bottom of the page

1. The Lessee agrees to pay the Legion the charges set out in this agreement in full including a \$200 security deposit at time of booking.
2. A deposit of \$200.00 is required to cover excessive cleaning/damages should they incur. The deposit will be repaid by cheque within 14 days of the event providing no damage/loss has occurred, and no extra cleaning is required. Check here ☐
3. No confetti, bubbles, or glitter to be used in/on Legion property. For safety reasons, no dance dust or powder of any kind is to be used on the floor. The Deposit will be forfeited if this occurs. Check here ☐
4. Nothing is to be nailed, taped, tacked or glued to the walls or ceiling tiles (green painter's tape is permitted) Check here ☐
5. Under no circumstances may there be shooters, or any other type of alcohol drinks brought into and sold at the Legion. Check here ☐
6. Please note the Legion bar is Cash only we are not equipped to handle debit or credit card payments. All alcoholic beverages are to remain in the hall. Failure to do so may result in cancellation of the event during the course of the event. All service of alcohol will cease no later than 1:00AM. All guests must leave the hall within ½ hour after the bar closes. Check here ☐
7. The Lessee further agrees to be personally responsible for any damage done by any member of the organization or part for whom the Lessee is renting the premises. Reimbursement for the full amount of repairs will be paid to the Legion. Check here ☐
8. One table/chair set-up is arranged for the event. Re-arrangement of tables after a dinner is the responsibility of the Lessee. Check here ☐
9. Removal of decorations, putting garbage in receptacles provided, DJ equipment, ETC after the event is the responsibility of the Lessee. Check here ☐
10. The Lessee agrees to comply with all Federal, Provincial, and Municipal laws including, but not limited to, the provisions of the Alcohol Gaming Commission of Ontario.
11. No games, not permitted by the Alcohol and Gaming commission of Ontario shall be allowed on the Legion premises. Check here ☐
12. This agreement is non-transferable by the Lessee and the Lessor shall not be permitted to sublet the hall.
13. The Legion is not responsible for any loss or damage to personal property while on the Legion's premises including vehicles parked in the Legion parking lot. Check here ☐
14. Full refund ONLY if cancelled 14 days (2 weeks) before the function. Check here ☐

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE TERMS OF THIS AGREEMENT.

Dated at ERIN, ON the _____ day of _____, 202

Signature of Lessee: _____

**Terms and conditions
(Non - Legion Bar)**

The Lessee agrees to the following terms and conditions by reading checking off specific statements and initializing the bottom of the page

1. The Lessee must secure a liquor license and Third party Liability insurance (PAL Insurance) – copies of both must be presented to the Legion at least 7 (seven) days PRIOR to the event. Check here ____
2. The bartender(s) must be a certified Branch employee(s) at a rate of \$20.00 per hour and must be paid on the date of the function. NOTE: Two bartenders required for over 120 guests. Check here ____
3. Payment will be made in full at the time of the booking including a \$200.00 security deposit to cover excessive cleaning/damages should they incur. The deposit will be repaid in full by cheque within 14 days of the even providing no damage has occurred, and no extra cleaning is required.
4. Note the Legion operates a CASH Bar only – we have no means to accept debit or credit cards. Please make your guests aware. Check here ____
5. No confetti, bubbles, or glitter to be used in/on Legion property. For safety reasons, no dance dust or powder of any kind is to be used on the floor. The Deposit will be forfeited if this occurs. Check here ____
6. Nothing is to be nailed, taped, tacked or glued to the walls or ceiling tiles (green painter's tape is permitted). Check here ____
7. Under no circumstances may there be shooters, or any other type of alcohol drinks brought into and sold at the Legion. Check here ____
8. All alcoholic beverages are to remain in the hall. Failure to do so may result in cancellation of the event during the course of the event. All service of alcohol will cease no later than 1:00AM. All guests must leave the hall within ½ hour after the bar closes.
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Dated at ERIN, ON the _____ day of _____, 202

Signature of Lessee: _____