



# ERIN LEGION, BRANCH 442

## Hall Rental Agreement

(PLEASE READ BEFORE SIGNING)



**Agreement** (made in duplicate) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
 BETWEEN **Branch 442, RCL ERIN, 12 Dundas St. East, Erin, ON**, herein after called the Lessor,  
 AND (contact name) \_\_\_\_\_, herein after called the Lessee.

In consideration of the sum of \$\_\_\_\_\_, the Lessor agrees to lease the Lessee the room known as  
 the Banquet Hall for \_\_\_\_\_ hours, on the day/night of \_\_\_\_\_, 20\_\_\_\_\_.

Type of function: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

**BAR:** YES  NO  Note: Two Bar Stewards Required for over 120 Guests

**Legion Bar:** the Legion will supply mix, ice, glasses and the Bar Steward(s) at no extra cost.  
 Any profit from the bar is retained by the Legion. See Schedule on page 4.

**NON-Legion Bar:** the Lessee must secure a **Liquor License and Third Party Liability Insurance**,  
 PROOF OF BOTH must be presented to the Lessor **at least \_\_\_\_\_ days** PRIOR to the event.  
 The bartender(s) must be a certified Branch employee(s). See Schedule on page 3.

If a Legion Member is renting the hall for a NON-Legion Bar function, the Member shall pay the General Public  
 Hall Rental Rate.

**CATERING:** YES  NO

**Legion Catered:** Our Chef will contact you within two working days of this agreement to discuss details.

**Non-Catered:**

Use of Kitchen: No

Yes  \$30\* includes use of Fridge, Counter Tops and one Coffee Urn

Yes  \$50\* includes use of Fridge, Counter Tops, one Coffee Urn & Use of Oven

\*Paid at time of booking (with deposit): Yes  No

It is the Lessee's responsibility to ensure that there is: NO SCOTCH TAPE USED ON THE PREMISES;  
 no confetti, no wedding bubbles, no shooters, and that no alcohol is consumed outside of the hall (including stairway).  
 If fundraising, there is to be no soliciting of Members in the downstairs Club Room or Lounge.  
 Bar closes at 1:00AM – drinks must be off the table by 1:30AM. The Bar Steward is in charge of the premises at all times.

The Lessee further agrees to be personally responsible for any damage done by any member of the organization or party  
 for whom the Lessee is renting the premises. Reimbursement for the full amount of repairs will be paid to the Lessor.

One table/chair set-up is arranged thru the Branch. Re-arrangement of tables after the dinner is the responsibility of the  
 Lessee, as well as cleanup afterwards; ie: removal of decorations, garbage in receptacles provided, DJ equipment, etc.  
 Dependent on the next days' functions, the Lessee may be required to clear the floor of the tables and chairs.

Please Note: Full Refund ONLY if cancelled three (3) months before the function.  
 Refund within three (3) months if the Lessor can cover the date with another function.

### DEPOSIT REQUIRED AT TIME OF BOOKING:

\$100.00 Rent Deposit + \$100.00 Policy/Security Deposit + Use of Kitchen Fee (if Yes checked above)

RENT Deposit Paid:	SECURITY Deposit Paid:	KITCHEN Fee Paid:	Balance Owing:
			Paid/Date: <i>Office Use</i>

CONTACT NAME (Please Print) \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street Address Town/City Postal Code

SIGNED (Lessee) \_\_\_\_\_

SIGNED (Lessor) \_\_\_\_\_

By initialing here, the Lessor confirms receipt of a copy of this contract: \_\_\_\_\_