



Hall Rental Agreement: PLEASE READ BEFORE SIGNING



Agreement made in duplicate – This _____ day of _____ 20____

BETWEEN BRANCH 442, RCL ERIN 12 Dundas St. E., Erin, herein after called the Lessor
AND _____ 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 the _____ hours, on the day/night of _____, 20____.

****THIS DOES NOT INCLUDE THE KITCHEN OR ANY OF ITS CONTENTS.**

The Lessee covenants and agrees to have the hall cleared of people according to the rules and regulations laid down by the liquor License Board of Ontario and The Royal Canadian Legion, Branch 442. The Lessee agrees to obtain and show proof of the "Party Alcohol Liability Insurance" for the function if not using the Legion Bar. The PAL # is 1 – 800 – 265 – 8098.

The Lessee further covenants and 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 full extent of damage to be made to the Lessor.

SIGNED _____ Lessee

SIGNED _____ Lessor

PLEASE NOTE - Full refund **ONLY** if cancelled three (3) months before function.
Refund within three (3) months only if hall can be re-booked.

One table/chair set-up is arranged through the Branch. BUT re-arrangement of tables after the dinner is the responsibility of the Lessee, as well as cleans up afterwards, i.e. removal of decorations, DJ equipment etc.

IT IS THE LESSEE'S RESPONSIBILITY TO INSURE THAT:

**NO CONFETTI, NO WEDDING BUBBLES, NO SHOOTERS OR GUMMY 'BEAR' SHOOTERS ALLOWED ON THE PREMISES – ALL DOORS REMAIN CLOSED – NO ALCOHOL ALLOWED OUTSIDE OF HALL (INCLUDING STAIRWAY) - NO SOLICITING TO MEMBERS IN THE DOWNSTAIRS CLUB ROOM OR LOUNGE –BAR CLOSSES AT 1:00 AM – PREMISES MUST BE CLEARED BY 1:30 PM
BAR TENDER WILL CLOSE THE BAR ON SECOND OFFENCE.**

DEPOSIT REQUIRED AT THE TIME OF BOOKING:

\$100.00 RENT DEPOSIT PLUS * \$100.00 POLICY/SECURITY DEPOSIT**

TYPE OF FUNCTION _____ NO. OF GUESTS _____

***LEGION BAR YES ___ NO ___ TWO BARTENDERS REQUIRED OVER 120 GUESTS**

****CATERING YES ___ NO ___ TIME _____**

NON CATERED FUNCTION

**KITCHEN: YES ___ \$30 USE OF STOVES: YES ___ \$50 PAID AT BOOKINGTIME
YES ___ NO ___**

***IF NON LEGION BAR SEE PAGE 3 FOR FEE SCHEDULE.**

****CATERING FEE SEE PAGE THREE – NO THIRD PARTY CATERERS PERMITTED**

*****POLICY/SECURITY DEPOSIT TO BE REFUNDED TO LESSEE ONLY AFTER REVIEW OF THE EVENT AND UPON AUTHORIZATION OF EXECUTIVE**

If you choose the option of using the Legion Bar, you do not have to get P.A.L. or a liquor license. The Legion will supply mix ice, glasses and the bar steward at no extra cost. The price is set at \$4.00 per drink and \$4.75 for specialty items.

Any profits from the bar are retained by the Legion.

If you are having your own bar, the Bartender(s) MUST BE A BRANCH EMPLOYEE and it is the responsibility of the Lessee to pay all bills in full on the night of the function to the upstairs bartender.

CONTACT NAME-PLEASE PRINT _____ PHONE # _____

ADDRESS _____ POSTAL CODE _____

RENT DEP.PAID _____ SECURITY DEP PAID _____ BALANCE OWING _____



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PLEASE READ YOUR CONTRACT



FEE SCHEDULE FOR NON-LEGION BAR

BAR SUPPLIES: LEGION MIX MUST BE USED

<u>ITEM</u>	<u>COST</u>
Tank pop	\$0.30 per glass
Canned pop	\$1.10 per can
Orange Juice	\$5.00 per bottle
Cranberry Juice	\$10.00 per bottle
Clamato	\$5.00 per bottle
Ice (minimum charge)	\$15.00
Drink or 50/50 tickets	
Double Rolls	\$10.00

HST is charged on all items.

**ALL BILLS MUST BE PAID IN FULL THE NIGHT OF THE FUNCTION
TO THE UPSTAIRS BARTENDER.**

STAFFING

Legion Bartenders must be hired

Minimum hours - 5

ALL STAFF MUST BE PAID ON THE NIGHT OF THE FUNCTION

Rent Deposit at the time of booking is \$100.00

PLUS

Policy/Security Deposit is \$100.00

Prices subject to change.