



ROYAL CANADIAN LEGION, BRANCH 39,

LAC BELLEVUE DEVELOPMENT FACILITY RENTAL AGREEMENT

Contact Person _____ Phone Number _____

Date of Event _____ Time _____

Number of Guests _____

Caterer _____ Caterer Phone Number: _____

A deposit in the amount of 50% of the agreed price as outlined on the attached order summary must accompany this request (flexible depending on size of event). Payment can be made by cheque, cash, debit, credit card, or e-transfers (e-transfers to rclbr39@gmail.com). Payment in full is required the day of the event.

Clean-up: The group renting the hall is responsible to ensure the floors are swept, the garbage is taken out, tables are washed, and any major spills mopped. The group renting the hall is to ensure the caterer has cleaned the kitchen to the standards outlined as per the attached and as posted in the kitchen. Pre and Post event inspections will be conducted. A \$200 extra charge will be added to the rental rate if the hall and kitchen are not left in the condition in which they were found, which includes the take down/set up of tables as prearranged.

Caterers: The name, contact person, and phone number for an outside caterer is to be provided prior to the event. The Legion reserves the right to request a Business License, Alberta Health Services Permit, and copy of liability insurance from professional caterers.

Cancellation Policy: A full refund of deposit will be made if the event is cancelled fourteen (14) calendar days before the event.

The Royal Canadian Legion, Branch No. 39 Lac Bellevue Development hereby grants _____ (herein after called the Licensee) permission to use the facilities as outlined, subject to the terms and conditions of the Agreement and affiliated documents contained herein and attached here to all of which form part of this Agreement. The undersigned has read, and on behalf of the Licensee, agrees to be bound by this agreement and the terms and conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Agreement on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

Person Responsible for Event _____ Date _____



EVENT EXPENSES

Event _____

Date _____ Time _____

NON-PROFIT GROUP RATES

Great Room Rental: _____ Day(s) @ \$50/day \$ _____

Great Room Rental: _____ Hour(s) @ \$20/hour \$ _____

Kitchen Facilities: _____ Day(s) @ \$50/day \$ _____

Additional Bedroom #1: _____ Day(s) @ \$50/day \$ _____

Additional Bedroom #2: _____ Day(s) @ \$50/day \$ _____

Round House Rental: _____ Day(s) @ \$50/day \$ _____

Round House Rental: _____ Hour(s) @ \$20/hour \$ _____

PRIVATE FUNCTION RATES

Great Room Rental: _____ Day(s) @ \$100/day \$ _____

Great Room Rental: _____ Hour(s) @ \$25/hour \$ _____

Kitchen Facilities: _____ Day(s) @ \$50/day \$ _____

Additional Bedroom #1: _____ Day(s) @ \$100/day \$ _____

Additional Bedroom #2: _____ Day(s) @ \$100/day \$ _____

Round House Rental: _____ Day(s) @ \$100/day \$ _____

Round House Rental: _____ Hour(s) @ \$25/hour \$ _____

We will acquire our own liquor permit

5% GST _____

TOTAL PRICE \$ _____

*Day = a 24hr or less period of time

**Firewood is NOT included in any of the rental pricing, but is available to buy



**ROYAL CANADIAN LEGION, BRANCH NO. 39,
LAC BELLEVUE LAKEFRONT DEVELOPMENT
INDEMNITY /HOLD HARMLESS AGREEMENT**

The _____ shall indemnify and hold harmless The Royal Canadian Legion, Branch No. 39, Lac Bellevue Lakefront Development, from any and all claims, demands, causes of action, loss, costs or damages that _____ may suffer, incur or be liable for, resulting from the performance of the obligations under this agreement.

Signed

Date



FACILITY CLEAN-UP DETAILS

Did you . . .

- Wipe down all the counters and sinks?
- Remove all your food items from the fridge, cooler and freezers?
- Turn off the dishwasher, clean the strainer basket, drain and rinse the water reservoir?
- Shut off the grill fan?
- Turn off stoves, ovens and grills?
- Sweep kitchen floor and mop up major spills?
- Take ALL your garbage and empty boxes to the dumpsters located outside of campground (renters and caterers)?
- Wash the tables (renters and caterers)?
- Sweep Main room, bedroom floors and mop up major spills?
- Return the facility to its pre-event configuration (tables/chairs)?

THANK YOU FOR LEAVING THE FACILITIES EVENT READY FOR THE NEXT FUNCTION!

**** A \$200 extra charge will be added to the rental rate if the facility and kitchen are not left in the condition in which they were found. ***