



ROYAL CANADIAN LEGION, BRANCH 39

FACILITY RENTAL AGREEMENT

Name of Event _____

Contact Person _____ Phone Number _____

Date of Event _____ Time _____

Email _____ Number of Guests _____

Caterer _____ Caterer Phone Number: _____

A deposit in the amount of 35% 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@telus.net). 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. For events catered by the Legion, the notice will be thirty (30) calendar days.

The Royal Canadian Legion, Branch No. 39 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 hereto 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 _____

\$ _____

Prior Day Set up Fee @ \$50.00 (available only after 4:00 p.m.) \$ _____

Kitchen: Full Access and/or Prep @ \$150.00 \$ _____

Kitchen: Counters & Fridge Only @ \$100.00 \$ _____

Catering: _____ people @ _____ per plate \$ _____

Coffee & Tea: _____ people @ \$1.50/person \$ _____

Coffee, Tea & Juice: _____ people @ \$2.00/person \$ _____

Coffee & Donuts: _____ people @ \$5.00/person \$ _____

Chafing Dishes: _____ needed @ \$5.00 each \$ _____

Tables: Round x _____ @ \$10.00 per table (set-up/take down) \$ _____

Linens: _____ @ \$4.00 per table \$ _____

Bar Service: Off Hours: _____ hours @ \$30.00/hour \$ _____

Overtime: _____ hours @ \$45.00/hour \$ _____

Clubroom Rental: \$75.00 - \$150.00 per event \$ _____

Meeting Room Rental: \$50.00 \$ _____

Other: _____ \$ _____

Subtotal: \$ _____

Plus 5% GST \$ _____

GRAND TOTAL: \$ _____

Notes _____



ROYAL CANADIAN LEGION, BRANCH NO. 39, VEGREVILLE

INDEMNITY /HOLD HARMLESS AGREEMENT

_____ shall indemnify and save
harmless The Royal Canadian Legion, Branch No. 39, Vegreville, 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



KITCHEN/HALL 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 (renters and caterers)?
- ☐ Wash the banquet room tables (renters and caterers)?
- ☐ Sweep banquet room floors and mop up major spills?
- ☐ Return the hall to its pre-event configuration (tables/chairs)?

**THANK YOU FOR LEAVING THE KITCHEN AND
BANQUET ROOM EVENT READY FOR THE NEXT
FUNCTION!**

**** 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. ****