



Royal Canadian Legion (RCL) Branch 32  
105 Fifth Street, P O Box 151  
Nipigon, Ontario P0T 2J0  
1-807-887-2720

### Legion Hall Rental Contract

Between RCL Branch 32

AND

Name of Client or Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Event Description: \_\_\_\_\_

*(wedding, meeting, craft sale, shag, etc.)*

Event Date: \_\_\_\_\_ Event Times: \_\_\_\_\_ to \_\_\_\_\_

Notes: \_\_\_\_\_

*(i.e. early access for set-up, following morning for clean-up)*

Music: \_\_\_\_ Yes \_\_\_\_ No Kitchen Required: \_\_\_\_ Yes \_\_\_\_ No

Expected Attendance (maximum number of persons 266): \_\_\_\_\_

Hall Reserved: \_\_\_\_\_

Payments, Attendance, Set-up Arrangements and Permits Due: \_\_\_\_\_



### Terms and Conditions

The Client agrees to the following Terms and Conditions by Initialling Each Item:

1. This contract is not valid unless approved by the signature of the Legion Hall Chair Officer.
2. **A NON REFUNDABLE DEPOSIT of \$ 200.00** is required based on services requested, to reserve the requested booking date. This is required to be paid at time of booking.
3. The Client agrees to pay for all damage to any property or excessive cleaning required as a result of the conduct of any person or persons attending the event. The DEPOSIT will be repaid to the Client if the terms of this contract are met, no damage has occurred, and no extra cleaning is required.
4. All payments are to be made by cash, cheque or money order made payable to Royal Canadian Legion Branch 32. Total owing is to be paid no later than 15 days in advance of the event. There is a \$ 40.00 fee for NSF cheques.
5. At the discretion of the Hall Chair, hall set-up may occur the evening or day previous provided there is no conflict with another scheduled hall event. Hall rental fee includes set-up time and following day clean-up by Legion janitorial staff.
6. Key access is the responsibility of the Client and the key is to be returned as directed to either the clubroom or the Hall Chair the day following the event. Key use is only authorized for the specified dates and times. The Client must ensure that the hall is fully secured at the end of the event.
7. The Client is to maintain good order in the space rented, keep entrances and exits free of obstruction, leave the premises in a clean state which includes ensuring that the washrooms are free from vomit or feminine products. The kitchen is to be thoroughly cleaned, garbage removed and deposited outside in the shed located on the south side of the property.
8. No confetti is to be used on any Legion property including parking lots and table tops. For safety reasons no dance dust or powder of any kind is to be used on the floor. The DEPOSIT will be forfeited if confetti or dance dust is used and extra cleaning costs will apply at the discretion of the Hall Chair.
9. Tables and chairs are to be left standing and not stacked as there is a special cleaning routine for them.
10. Nothing is to be tacked, nailed, taped or glued to the walls or ceiling tiles.
11. The Client is to fully comply with all laws and regulations including those relating to the possession and/or consumption of alcoholic beverages. A minimum of two "Smart Serve" (SS) qualified bartenders are required with any alcohol consumption and possession event. The names of bartenders and a photocopy of their SS credentials is required by the Hall Chair before the rental date.
12. All alcoholic beverages are to remain in the hall. Failure to do so may result in the cancellation of the event during the course of the event. All service of alcohol will cease no later than 2:00am. All guests must leave the hall within one half hour after the bar closes.
13. All signs of alcohol service bottles and glasses will be cleared regularly throughout the event.
14. All alcohol service bottles and glasses will be fully removed from the Legion premises no later than 45 minutes after the bar closes. Failure to do so will mean forfeiture of the DEPOSIT, and may jeopardize future hall rentals to the Client.
15. A copy of the Special Events Permit must be produced by the Client and attached to the rental agreement 15 days in advance of the event. Under a Special Events Permit any beer, liquor, or wine remaining after the event become the property of the Legion.
16. The Legion is not responsible for any loss or damage to personal property while on the Legion's property including vehicles parked in the Legion parking lot.
17. The Client is responsible for acquiring liability insurance for the event and provides proof to the Hall Chair.
18. SOCAN fees are charged for any event having music. SOCAN is an organization that administers the communication and performing rights of the world's copyright-protected music which is used in Canada.
19. The Legion may appoint members to be on site at the event to monitor compliance with this contract and applicable laws. The monitoring member(s) or the bartender on duty will have the authority to request immediate compliance with the terms of this contract, to include addressing any health and safety concerns that arise, ejecting persons at the event, and closing the bar. The Client will comply with the direction given in this regard and facilitate the immediate resolution of the concerns identified.



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**Invoice**

Basic Hall Rental (over 5 hours \$ 300.00) \_\_\_\_\_

Hourly Hall Rental Fee (\$ 60.00/hour) \_\_\_\_\_

Kitchen Rental (\$ 25.00/hour maximum \$ 150.00) \_\_\_\_\_

SOCAN Tariff if Applicable (\$ 60.00) \_\_\_\_\_

On-Site Legion Event Member (\$ 60.00 unless volunteered) \_\_\_\_\_

SUBTOTAL \_\_\_\_\_

HST (13%) \_\_\_\_\_

TOTAL RENTAL CHARGE \_\_\_\_\_

Booking, Damage, Cleaning, DEPOSIT ( \$200.00) \_\_\_\_\_

**TOTAL OWING** (due 15 days before event) \_\_\_\_\_

By signing this agreement, the Client agrees to operate the Legion facility in the manner described in the Terms and Conditions, and confirms that they have read, understand, and have initialled the items listed on page 2. The Legion will assess the condition of the facility after the event for damage, breakage, or required extra cleaning, and apply the DEPOSIT toward remedying the conditions to the satisfaction of the Hall Chair. The Client is responsible for any charges for damage, breakage, or cleaning that exceed the DEPOSIT and will pay any outstanding balance as invoiced.

DEPOSIT Paid (cash, cheque, money order) Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Hall Chair Signature: \_\_\_\_\_