

**THE ROYAL CANADIAN LEGION
BRANCH #265 ALDERGROVE**

Hall Rental Contract

Private Member Function _____ **Outside Event** _____

The Branch agrees to rent the Weldon Hall to:

Name _____

Telephone: _____ Email: _____

The renter for the following event

To be held _____,

Provided that the following conditions are met.

1. The rental fees are: \$450.00 per day (\$350.00 for members of Branch #265)
plus a damage deposit of \$200.00.
\$150.00 extra if set up is done the night before.
For meetings: \$50.00 per hour.
\$20.00 per hour charge for staff outside normal business hours
Additional Charges: If you do not do yourselves
\$150.00 for chair and table set up
\$150.00 for chair and table take down
\$150.00 for cleaning
Plus GST
2. To confirm the booking, a deposit of \$150.00 is payable in advance, with the balance of the rental fee payable no later than ten (10) days prior to the function.
3. If this is a Private Member rental, the member may have the services of the Branch with reference to provision of alcoholic beverages. The member is responsible for ensuring that no minors are served or consume alcoholic beverages.

4. No Host Bar – guests pay for their own beverages. Yes No
5. Members membership card number and category of membership:

6. For a Private Member Function, the Branch’s “Guest Register” must be available for signing purposes at the entrance to the Hall. Guests who are not members of Branch #265 (Aldergrove) must sign the Guest Register. Members of this Branch who are guests at this event do not need to sign the Guest Register.

7. If this is a Non-Member (Outside) Event, the renter must obtain a Special Occasion License, obtain the necessary “serving it right” certificate, and provide proof to the Branch that these permits have been obtained. The renter must obtain all liquor as authorized by the Special Occasion License from the government liquor store. No “home brews” can be served in the Hall. The renter using a Special Occasion License is responsible to ensure that no minors are served or consume alcoholic beverages. The “Special Occasion License” must be displayed prominently in the Hall.
8. In the event of a cancellation by the renter, 30 days’ notice must be given to the Branch or the \$150.00 deposit will be forfeited.

THE RENTER FURTHER AGREES TO CONFIRM TO THE FOLLOWING REGULATIONS AND RESTRICTIONS:

1. Last orders will be called at 12:30 a.m. and all activities cease at 1:00 a.m. The Hall is to be cleared by 1:30 a.m. Note: Failure to vacate the premises at the stipulated time will result in an extra charge of \$100.00 per hour or portion thereof.
2. If the premises are not left in a clean state, the renter is liable to pay up to \$150.00 for extra cleaning. All damages and/or theft involving the Hall arising out of use by the renter, his/her agents, servants, members or guests will be deducted from the renter’s damage deposit.
3. No confetti (or substitute) or other substances are to be thrown inside or outside the Hall.

4. No more than 120 persons are to be admitted to the Hall.
5. The renter, his/her agents, servants, members or guests are not allowed to enter the Branch #265 Lounge or other areas of the Branch's property unless:
 - a. The individual is a member of the Branch or is "signed in" via the Branch's Lounge Guest Register.
 - b. The individual is invited into the Lounge by a Branch member.
 - c. There is an emergency and help is required.
6. All garbage is to be properly "packaged" and is to be deposited in the garbage bins outside the main building.
7. All liquor, beer, and other materials belonging to the renter are to be removed from the premises on completion of the function unless permission has been obtained from the Secretary-Manager of the Branch prior to the commencement of the function. The Branch will not be responsible for lost property.
8. If the Branch kitchen is rented in conjunction with the function, the Kitchen must be left in a clean state. Failure to clean up the kitchen will result in a cleaning fee of \$100.00.
9. Renters are NOT allowed to bring in any form of cooking appliance that uses any form of propane gas as such appliance(s) would be in breach of the fire code.
10. FIRE DOORS ARE TO BE UNLOCKED AND CLOSED AT ALL TIMES.
11. NO MINORS ARE TO BE SERVED ALCOHOLIC BEVERAGES.
12. A copy of the "Special Occasion Permit" must be given to the Branch office at least seven (7) days prior to the rental date. Failure to produce the "Special Occasion Permit" will result in cancellation of the rental and the rental deposit will be forfeited.
13. When decorating the Hall, the use of staples, adhesive or masking tape, or glue is prohibited (whether to the walls, tables, or any other part of the Branch property). Tacks may be used and are to be removed at the end of the function.

14. The Branch will NOT be responsible for any injuries suffered by attendees at the function for which the Hall was rented, nor will the Branch be responsible for damages or theft of the property of attendees.
15. The Branch reserves the right to terminate the function at any time for JUST CAUSE and/or eject individuals who are not in compliance with any of the above conditions.
16. When the function is in progress, a Branch representative may enter the Hall to observe the function.
17. There can be **NO SMOKING** inside the Hall.
18. **NO** alcoholic beverages are to be consumed **OUTSIDE** of the Hall.
19. Hall renters are responsible for conduct of their guests (especially children) with regards to equipment in the hall.
20. **NO OPEN FLAMES** (IE: Sparklers, smoke machines, fires, candles) allowed.

I agree to the above terms and conditions and costs associated with this event. I further agree to release Branch #265 of the Royal Canadian Legion from any and all claims for injuries, liabilities, and / or property damages that may arise of or be incurred by way of this rental contract.

Signed this _____ day of _____ in the year _____.

Signature of renter: _____

Signature of Secretary-Manager of Branch #265: _____

 FOR OFFICE USE ONLY:

Rental Fee Paid: _____ Receipt Number: _____

Deposit Returned: _____

Kitchen Used: _____