

ROYAL CANADIAN LEGION BRANCH 604

Spencerville, Ontario • 613-658-2031 • legion@jcis.ca • spencervillelegion.ca

HALL RENTAL CONTRACT

Name: _____ Event Date: _____
Organization: _____ Phone: _____
Event: _____ Email: _____

FACILITIES REQUIRED

Hall (Upstairs capacity 161) Lower level (Capacity 47)
Bar (circle) YES or NO Kitchen (circle) YES or NO

CONDITIONS OF AGREEMENT:

1. The bar will be operated by the Royal Canadian Legion, Spencerville Branch 604 under its only license, and staff bartenders will be on duty.
2. All AGCO regulations re the serving of alcoholic beverages will be applied, including:
 - a. Non-service of alcohol to MINORS
 - b. No alcoholic, nor non-alcoholic beverages may be brought in/consumed by attendees anywhere on the premises.**
3. The Bar Steward has all authority when it comes to applying AGCO regulations, and Legion regulations with regard to behaviour, and has the authority to shut down the event for ANY non-compliance. There would be NO REFUND in such a case.
4. All liquor will be purchased and dispensed by Branch 604 under its license. Special orders for wines and spirits may be made in advance for purchase by the Branch with an added \$5 corkage fee.
5. Access will be provided to the Lessee prior to the event for preparation, decorating, etc. Lessee MUST restore leased area back to original condition prior to the event. If not completed, there will be an additional \$100 charge for clean-up.
6. The Lessee will be responsible for any damages or breakage to the premises or equipment incurred at the event. Such damages may be assessed against the Lessee.
7. All payments must be made by cheque (payable to Branch 604), cash or e-transfer (to legion@jcis.ca). A 50% deposit will be mandatory on completion of this application. The deposit is non-refundable within 2 weeks of the event date.

CHARGES:

Upper Hall: \$300.00 for non-members \$150 for Branch 604 members in good standing
Lower Hall: \$75 for non-members \$60 for Branch 604 members in good standing
Kitchen & equipment: \$85.00 flat fee

All charges include Bar facility if required. HST not included in the above.

PARTICULARS:

Hall Rental	\$ _____
Kitchen	\$ _____
HST	\$ _____
Total	\$ _____
Deposit	\$ _____
Balance owing	\$ _____

Received by: _____

Please make any special liquor order through the bar manager. Payment for special orders will be due on the day the order is placed for product.

I, _____ have read the conditions of this contract and agree to abide by the policies of Branch 604 as set down herein, and also with particular respect to the conditions of the Liquor License Act of Ontario.

Signed this _____ day of _____ 20____.

Lessee signature: _____

On behalf of Branch 604 signature:

_____ Title: _____

Spencerville Branch 604 of the Royal Canadian Legion support the 'Smart Serve Program' for beverage service. The goal of our establishment is to serve our guests in a responsible, friendly and professional manner. Our staff will ensure guests drink in moderation and will provide a safe and enjoyable atmosphere.

Thank you for supporting Spencerville Legion Branch 604.

Revised April 2023