

ROYAL CANADIAN LEGION BRANCH 604

P.O. Box 102, Spencerville, Ontario • 613-658-2031 • legion@jcis.ca • spencervillelegion.ca

HALL RENTAL AGREEMENT between
The Royal Canadian Legion Spencerville Branch 604
Hereafter called the Lessor
And

Name of Person or Organization _____
Hereafter called the Lessee

Date of Rental _____ Time of Rental: from _____ to _____

Event Description _____ Approximate # of people _____

Note: when you rent this hall you are responsible to ensure you and your guests abide by the rules of this contract.

FACILITIES REQUIRED

- Hall (Upstairs capacity 161)
- Bar **Note: An additional \$50 charge will apply**
- Kitchen **Note: An additional \$85 charge will apply**
- Lower level (Capacity 47) **Note: lower level is a non-alcohol space**

TERMS AND CONDITIONS:

1. **Booking is confirmed when the 50% holding deposit is paid and the contract is signed.**
Full payment is due 1 month prior to the rental date. For rentals that come within the month, full payment must be received at time of contract signing. If your payment is not received by the date of/day before your event, your event will be cancelled and no refund of deposit given.
2. 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.
3. 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.
4. The bar will be operated by the Royal Canadian Legion, Spencerville Branch 604 under its only license, and staff bartenders will be on duty.
5. All AGCO regulations re the serving of alcoholic beverages will be applied, including:
 - a. Non-service of alcohol to MINORS
 - b. **As per AGCO, no alcoholic, nor non-alcoholic beverages may be brought in/consumed by attendees anywhere on the premises.**
 - c. All liquor will be purchased and dispensed by Branch 604 under its license. Please discuss any special liquor order you would like us to consider with the bar manager.
Note: we do not buy American products.

6. 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.
7. 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.

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:

Rental	\$ _____
Kitchen (\$85)	\$ _____
Bar (\$50)	\$ _____
HST	\$ _____
Total	\$ _____
Deposit	\$ _____
Balance owing	\$ _____

Received by: _____

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.