



# Hall Rental Agreement: PLEASE READ BEFORE SIGNING



Agreement made in duplicate – This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**BETWEEN** BRANCH 442, RCL ERIN 12 Dundas St. E., Erin, herein after called the Lessor  
**AND** \_\_\_\_\_ herein after called the Lessee.

In consideration of the sum of \$ \_\_\_\_\_, the Lessor agrees to lease the LESSEE the room known as the Banquet Hall for the \_\_\_\_\_ hours, on the day/night of \_\_\_\_\_, 20\_\_\_\_.

**\*\*THIS DOES NOT INCLUDE THE KITCHEN OR ANY OF ITS CONTENTS.**

The Lessee covenants and agrees to have the hall cleared of people according to the rules and regulations laid down by the liquor License Board of Ontario and The Royal Canadian Legion, Branch 442. The Lessee agrees to obtain and show proof of the "Party Alcohol Liability Insurance" for the function if not using the Legion Bar. The PAL # is 1 – 800 – 265 – 8098.

The Lessee further covenants and agrees to be personally responsible for any damage done by any member of the organization or party for whom the Lessee is renting the premises. Reimbursement for full extent of damage to be made to the Lessor.

SIGNED \_\_\_\_\_ Lessee

SIGNED \_\_\_\_\_ Lessor

**PLEASE NOTE -** Full refund **ONLY** if cancelled three (3) months before function.  
Refund within three (3) months only if hall can be re-booked.

One table/chair set-up is arranged through the Branch. BUT re-arrangement of tables after the dinner is the responsibility of the Lessee, as well as cleans up afterwards, i.e. removal of decorations, DJ equipment etc.

**IT IS THE LESSEE'S RESPONSIBILITY TO INSURE THAT:**

**NO CONFETTI, NO WEDDING BUBBLES, NO SHOOTERS OR GUMMY 'BEAR' SHOOTERS ALLOWED ON THE PREMISES – ALL DOORS REMAIN CLOSED – NO ALCOHOL ALLOWED OUTSIDE OF HALL (INCLUDING STAIRWAY) - NO SOLICITING TO MEMBERS IN THE DOWNSTAIRS CLUB ROOM OR LOUNGE –BAR CLOSES AT 1:00 AM – PREMISES MUST BE CLEARED BY 1:30 PM  
BAR TENDER WILL CLOSE THE BAR ON SECOND OFFENCE.**

**DEPOSIT REQUIRED AT THE TIME OF BOOKING:**

**\$100.00 RENT DEPOSIT PLUS \*\*\* \$100.00 POLICY/SECURITY DEPOSIT**

**TYPE OF FUNCTION \_\_\_\_\_ NO. OF GUESTS \_\_\_\_\_**

**\*LEGION BAR YES \_\_\_ NO \_\_\_ TWO BARTENDERS REQUIRED OVER 120 GUESTS**

**\*\*CATERING YES \_\_\_ NO \_\_\_ TIME \_\_\_\_\_**

**NON CATERED FUNCTION**

**KITCHEN: YES \_\_\_ \$30 USE OF STOVES: YES \_\_\_ \$50 PAID AT BOOKINGTIME  
YES \_\_\_ NO \_\_\_**

**\*IF NON LEGION BAR SEE PAGE 3 FOR FEE SCHEDULE.**

**\*\*CATERING FEE SEE PAGE THREE – NO THIRD PARTY CATERERS PERMITTED**

**\*\*\*POLICY/SECURITY DEPOSIT TO BE REFUNDED TO LESSEE ONLY AFTER REVIEW OF THE EVENT AND UPON AUTHORIZATION OF EXECUTIVE**

*If you choose the option of using the Legion Bar, you do not have to get P.A.L. or a liquor license. The Legion will supply mix ice, glasses and the bar steward at no extra cost. The price is set at \$4.00 per drink and \$4.75 for specialty items.*

*Any profits from the bar are retained by the Legion.*

*If you are having your own bar, the Bartender(s) **MUST BE A BRANCH EMPLOYEE** and it is the responsibility of the Lessee to pay all bills in full on the night of the function to the upstairs bartender.*

CONTACT NAME-PLEASE PRINT \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

RENT DEP.PAID \_\_\_\_\_ SECURITY DEP PAID \_\_\_\_\_ BALANCE OWING \_\_\_\_\_

**WRITTEN REQUESTS ARE REQUIRED TO WAIVE ANY OR ALL FEES TO THE BRANCH  
PENDING APPROVAL BY THE APPROPRIATE MEMBERSHIP.**