

PORT STANLEY ROYAL CANADIAN LEGION FACILITY RENTAL AGREEMENT

Please read and agree to the Terms and Conditions attached

Name of person/organization renting facility	Telephone #	
Full address of person/organization renting facility	Date and Time of event	
	Type of event (i.e. dance/celebration of life/bingo/ cards, etc.)	
	Number of People:	Hours:

Indicate which facility is requested:

****You must be a member for at least 6 mos. to receive member pricing**

Freedom Hall – Capacity 125 Meeting/Show; Dance 125 - member rate - \$200.00 HST included	\$
Freedom Hall – Capacity 125 Meeting/Show; Dance 125 - non-member rate - \$300.00 HST included	\$
Harbour Room – Capacity 24 - member rate - \$75.00 HST included	\$
Harbour Room – Capacity 24 - non-member rate - \$100.00 HST included	\$
Note: No Rental on Saturday – Meat Draw Day	
Peacekeepers Room – Capacity 22 - member rate - \$50.00 HST included	\$
Peacekeepers Room – Capacity 22 - non-member rate - \$75.00 HST included	\$
Note: No Rental on Saturday – Meat Draw Day	
Kitchen: minimal usage (non-cooking) – \$75.00 HST included	\$

If food/coffee/tea, etc. is to be supplied by PSRCL kitchen, provide details below.

A separate quote will be given – see separate kitchen order form if necessary.

NOTE: If supplying own food, it must be approved by kitchen manager.

Any use of an outside caterer must be approved by kitchen manager and additional charges will be levied at their discretion

Additional charges/requirements:

Corkage fees. See Item 1 of Terms and Conditions – rate per bottle \$5.65

Freedom Hall Layout – See Layout Options

Podium/Stage required

Audio-visual/speaker required

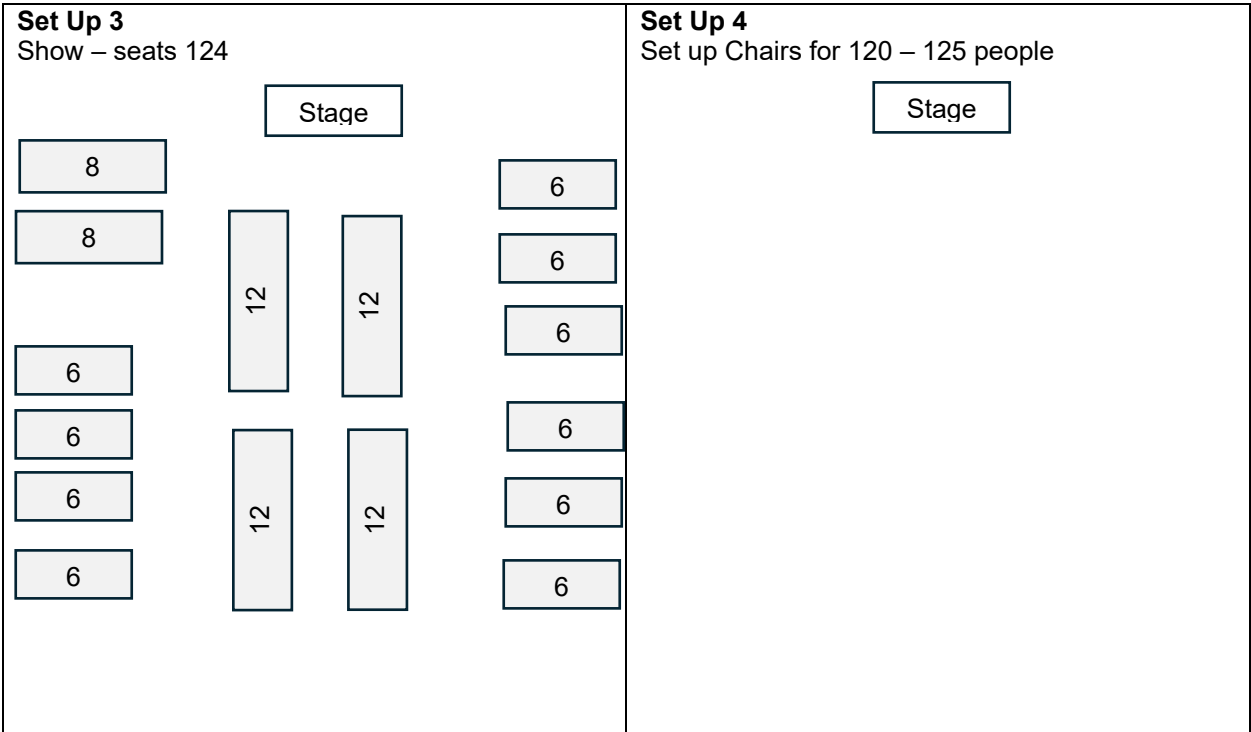
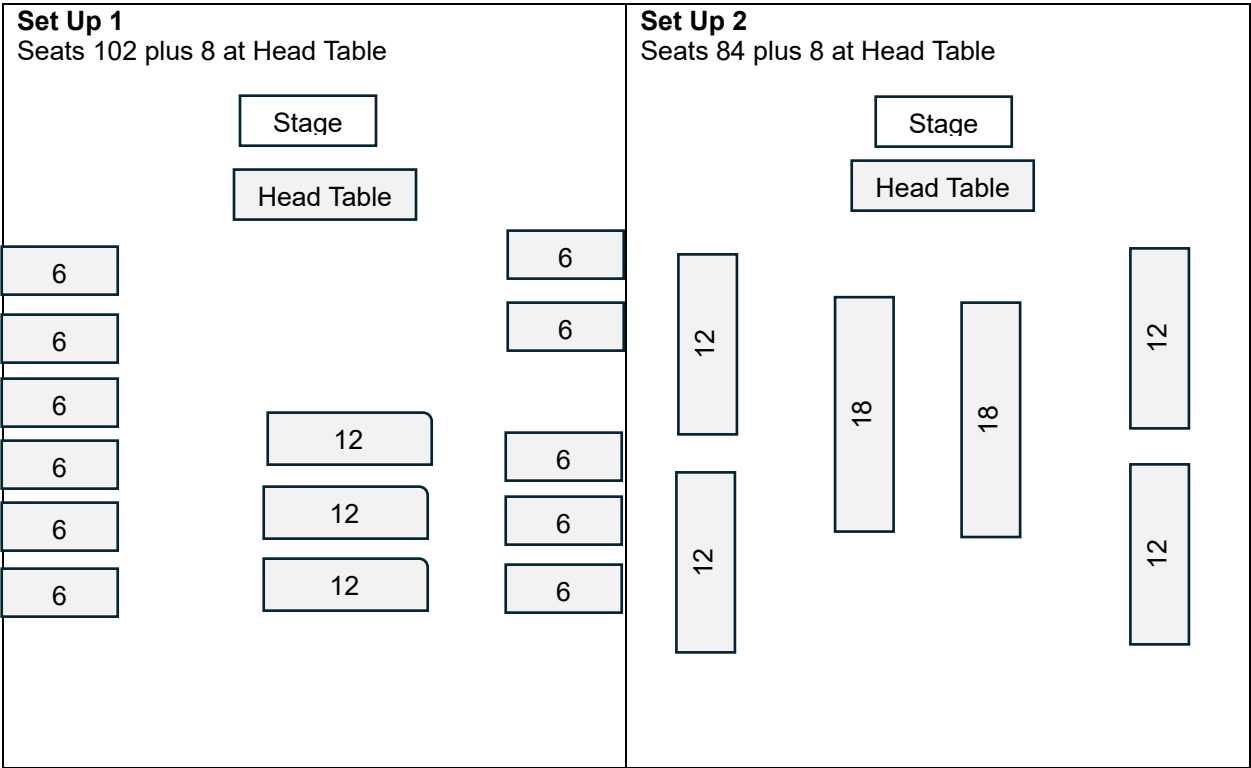
☐	YES	☐	NO
☐	YES	☐	NO

Total charges:

Facility	\$
Kitchen	\$
Food	\$
Corkage	\$
Extras (provide details)	\$
Total	\$
Deposit Paid (minimum \$100.00)	\$
Amount owing on (state date)	
Signature of PSRCL Representative	

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Freedom Hall Set Up



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Terms and Conditions

1. The PSRCL will provide all alcohol and mixes. No other alcohol is allowed on the premises except for bottles of wine, provided by the renter. All such bottles of wine are to be kept behind the bar and in the control of the bartenders. There will be a per bottle corkage fee charged. The renter of the facility is responsible to ensure that alcoholic beverages are not removed from the premises. The renter is responsible to ensure that all glasses and bottles are cleared from the tables and returned to the bar prior to vacating the premises at the end of the event.
2. The PSRCL assures that the facilities will be ready at the agreed time and that the table and chairs will be set up according to the agreed layout.
3. The organization, club, or person renting a PSRCL facility will be responsible for all damages to such facility during the rental period.
4. Decorating of the facility will be allowed on the day of the function, unless other arrangements have been made with a Legion representative. The installation and removal of decorations are the responsibility of the renter. No tape (except for painter's tape) or staples are to be used on any panelled wall or bulkhead. Only candles in gel or water are allowed and must be approved by a Legion representative. Confetti and other like products are not allowed on the premises. "NO OFFENSIVE MATERIALS" will be tolerated and will be removed immediately.
5. For evening functions, one bartender for up to 75 people in attendance will be provided as part of the rental fee. For evening functions of more than 75 people in attendance, a second bartender will be provided.
6. Where ticket sales for bar service or bar tabs for an open bar are provided there will be a 20% gratuity added to the cost of the facility rental.
7. Children present during an event shall be supervised and are to remain within the rental facility. All guests are the responsibility of the renter of the facility.
8. Gambling is not permitted unless the renter is in possession of a valid licence issued by the Ontario Lottery and Gaming Corporation. The renter of the facility will be responsible for any fines, etc. for any violations of this policy.
9. The PSRCL is not responsible for any loss, theft, or damage to any property of the renter or guests before, during or after the event.
10. Any person or persons violating any rules, laws, and/or regulations of the PSRCL, Liquor Control Board of Ontario, the Ontario Lottery and Gaming Corporation, Province of Ontario, or Municipality of Central Elgin will be warned once by an announcement from the bartender or duty officer. The PSRCL is not responsible for any such violations of this policy. If such violation continues after the initial warning, all guests will be asked to leave and further service will be denied.
11. All facility activities, including entertainment and/or bar service, will cease at 1:00 am. The facility shall be vacated by 1:45 am. All glasses and bottles must be returned to the bar.
12. A deposit of \$100 is due and payable at signing this facility rental agreement. The balance of the facility rental is due and payable 90 days prior to the date of the event.
13. If cancellation of the event is made seven days or more in advance of the event date, the renter shall receive a full refund. If the cancellation is made within 6 days before the event date, the renter will receive full refund **less a \$25 cancellation fee.**

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I have read and agree to the above-noted terms and conditions of this facility rental agreement.

Name of person renting facility (print clearly)

Signature of person renting facility

Date of Signature

Name of PSRCL representative (print clearly)

Signature of PSRCL representative

Date of Signature