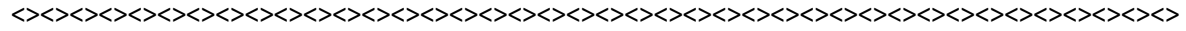


PORT STANLEY ROYAL CANADIAN LEGION (PSRCL)
TERMS AND CONDITIONS REGARDING FACILITIES RENTAL

1. The PSRCL will provide all alcohol and mixes. No other alcohol is allowed on the premises with the exception of 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 any and 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 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.
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 hired. If a second bartender is required, the renter will pay for such additional bartender at the hourly rate currently paid such bartender. Where a function is being held outside the normal hours of the PSRCL, a bartender or bartenders will be hired at the hourly rate currently paid such bartender(s).
6. Where ticket sales for bar service or bar tabs for an open bar are provided there will be a 15% 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.
12. A deposit of \$100 is due and payable at time of 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. There will be a kitchen usage charge as set out in the facility rental agreement for non-cooking usage; kitchen usage (i.e. use of dishes, oven, fridge, dishwasher, etc.) by **facility renter**; or for kitchen usage (i.e. dishes, oven, fridge, dishwasher etc.) by an **outside caterer**.

14. 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.**



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