

**Royal Canadian Legion Branch 123 Waterford**

**Fee Waived Rental Agreement: Front Hall  or Pavilion**

Maintenance Donation **\$160.00** (\$60.00 Donation + \$100.00 Damage Deposit)

Note: The damage deposit is fully refundable if the facility is left in the pre-event condition.

A refund will be issued the week following the event and may be picked up at the Legion.

**Booking Date: D/M/Y** \_\_\_\_/\_\_\_\_/20\_\_\_\_ **Function Date: D/M/Y** \_\_\_\_/\_\_\_\_/20\_\_\_\_

- 1. Type of Event: \_\_\_\_\_
- 2. Event times: Begin \_\_\_\_\_ Finish \_\_\_\_\_
- 3. How many people are expected? \_\_\_\_\_

(Total number of attendees must be confirmed **7 days** before the event and **cannot** be changed)

- 4. Will you be using the Legion Bar? Yes \_\_\_\_\_ No \_\_\_\_\_
  - a. If yes, what time will you need the Bar opened? \_\_\_\_\_
  - b. If you wish the Bar opened before stated regular hours, renter must assume the cost of the Bar Staff at \$15.00 / hour.

- 5. Will you require the use of the kitchen? Yes \_\_\_\_\_ No \_\_\_\_\_
  - a. Are you a member or Br. 123? Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. Payment for the Kitchen (\$100) and Donation are due **7 days** from the date of booking.
  - c. Payment is non-refundable without 60 days notice prior to the Function Date.

6. Maintenance Donation received on D/M/Y \_\_\_\_/\_\_\_\_/20\_\_\_\_

- 7. Rental Conditions:
  - a. The Customer is responsible for all damage.
  - b. Prohibited: Confetti, Glitter, Jello-Shooters, and Staples or Tape in/on the walls.
  - c. Balloons and candles are not permitted together due to Fire Regulations.
  - d. All decorations must be removed at the end of the function.
  - e. Enclosed candles are allowed **but** must be removed after the meal.
  - f. A General Clean-Up of the Facility is mandatory.
  - g. Use the Designated Smoking Area.

8. Customer's Name (Printed): \_\_\_\_\_

9. Customer's Signature: \_\_\_\_\_

10. Customer's Contact Phone No. (\_\_\_\_) \_\_\_\_\_

11. Bar Steward's Signature: \_\_\_\_\_

12. Bar Chair's Signature: \_\_\_\_\_

Note: Contracts, Menus and Other Rental Information are available at [www.waterfordlegion.ca](http://www.waterfordlegion.ca)