Royal Canadian Legion Branch 123 Waterford

Front Hall Rental Agreement

Front Hall Rental Fee Total:**$326.00** ($200.00 Fee Deposit + $26.00 H.S.T.+ $100.00 Damage)

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 and Rental Fee are due **7 days** from the date of booking.
   c. Payment is non-refundable without 60 days notice prior to the Function Date.
6. Full Payment received on D/M/Y__/____/20____ for Event 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

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