RCL Branch 486- Clubroom Rental

79 Jones Street

Oakville, Ontario L6L 3E6

Legion#905-827-4722

Connie# 905-802-7436

connie.brontelegionrentals@gmail.com

Clubroom Rental Agreement

Rental Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of People Attending:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will Food Be Served?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact For Caterer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Fee (HST Included) : Sat $300.00 Thursday $250.00 7pm-Close Sunday $300.00

 Extra Bar Steward $ 100.00-Required if over 70 guests

Signature Of Rental Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Of Hall Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Remainder balance Due 2 weeks before event\*\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Initial

Terms and Conditions

Premises

* Ontario Liquor Board of Ontario, Ontario Lottery and Gaming Commissions, Ontario Fire Regulations and Safety Codes and Royal Canadian Legion By Laws govern the premises.
* Only alcohol which has been purchased at the Legion’s Bar is permitted on premises.
* If alcohol is brought in for the purpose as a prize, it must remain sealed and held behind the bar until the end of the event.
* Smoking is not permitted anywhere within the building.
* Alcohol is only permitted within the hall.
* No minors shall be served alcohol.
* Security cameras cover outside premise, including parking lot.
* Any infraction of building rules or regulations will result in immediate cancellation of rental agreement. Bar will be closed and all guests will be asked to leave. There will be no refund of hall rental costs.
* Lessee is responsible for their guests.
* Damage and/or loss of personal property, will be the responsibility of the lessee.
* If any of the above are not adhered to, we reserve the right to keep you damage deposit Fee.

Decorating

* Dance wax, cornstarch, birdseed, confetti, rice, glitter, straw, sand, bubbles, fog, smoke and similar materials are not allowed. If used, damage fees will apply.
* Table decorations and free-standing decorations are allowed, no decorations may be placed on the walls unless adhered with blue tacky or blue painters tape.
* The hall may be accessed for decorating purposes the evening prior to the function or day of function provided there is no other booking on that date or the event day.
* Do not drag tables and chairs across the floor during setup and take down.

Rental Hall Deposit Fee

* The event will not be confirmed or guaranteed until a deposit of 50% of the total price is received by the Legion. Cheques make payable to “RCL Branch 486” or cash is acceptable.
* At the conclusion of the function, the premise will be inspected and if no damage has occurred, the damage deposit will be returned by mail to the lessee within 2 weeks. Any reduction in the returned damage deposit will be at the sole and absolute discretion of the Bronte Legion.
* Last call will be called at 12:30am, all activities cease at 1:00am. The Hall is to be cleared by 1:30am. Note failure to vacate the premise at the stipulated time will result in an extra charge of $100.00 per hour.
* If the hall is not left in a clean state, the renter is liable to pay up to $150.00 for extra cleaning.
* All decorations, garbage etc. must be removed. Garbage bin is in rear of building

Cancellation of Booking

* Written notice of cancellation to the Branch is required no less than 45 days prior to the function, in order to receive 25% rental fee returned. (Half of your deposit)
* If cancellation is given less than 45 days prior to the event, the deposit will not be refunded.

Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name Printed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legion Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The lessee consents and agrees to indemnify and save harmless the Royal Canadian Legion Branch 486 in respect to all claims, demands, actions, suits and costs arising out of any act or omission of the lessee and ore servant, agent or employee of the lessee or arising out of the use of the said facility by the lessee.

**Additional Items For Rent/Catering Etc.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Description | Price Each | Quantity | Total |
| Round Tablecloth | 120” White | 12.00 |  |  |
| Rectangle Tablecloth | White | 10.00 |  |  |
| Sound System | With Microphone/Stands | 75.00 | 1 |  |
| Projector/Screen |  | 125.00 | 1 |  |
| Coffee Urn | 2 Available | 10.00 |  |  |
| Chafing Dish | 6 Available | 15.00 |  |  |
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 Total Fee’s \_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_

 HST $\_\_\_\_\_\_\_\_\_\_\_\_

 Deposit (50%) \_\_ \_$\_\_\_\_\_\_\_\_\_\_\_\_

 Damage Deposit $ 100.00\_\_\_\_\_\_

 Due $\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Remainder balance Due 2 weeks before event\*\*\* DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_