

**ROYAL CANADIAN LEGION
BRANCH 211 - BOWSER**



RENTAL AND CATERING AGREEMENT

Event Information

Updated Nov 2023

Name of Event	
Date(s) of Event	
Time(s) of Event	
Time(s) Access Required	

Sponsor Details

Name of Individual or Organization	
Mailing Address	
Contact Name (if different from above)	
Contact Telephone No.	
Contact E-mail Address	
Legion Member	

Rental Requirements

Estimated Number in Attendance			
Type of Event			
Catering	Legion		Private ⁽¹⁾
Kitchen Required ⁽²⁾	Regular	Combi-Oven	Deep Fryers
Beverage Services			
Member Sponsored Event			
- Bar Service outside normal lounge hours	Fee Applies - minimum 4 hours if lounge closed on day of event. <i>Fee does not include bartender gratuities.</i>		
- Outside Wine to be served	Corkage Fee per bottle applies as per current price schedule		
Private Bar (Special Event License Req'd) ⁽³⁾	Corkage Fee per person applies as per current price schedule		

Hall or Gazebo Setup Requirements

	Theatre	Tables	Other
Seating			
Head Table			
Guest Book Table			
Gift/Display Table			
Food Service Table			
Coffee/Punch Table			
Attach set up diagram if possible			

Special Needs

Microphone / Sound System	
Audio Visual Hookup	

⁽¹⁾ Preparation of food on-site requires at least one person hold a valid Food Safe certificate

⁽²⁾ Kitchen includes use of dishwasher for all services; add'l fees apply to Steam Oven & Deep Fryers

⁽³⁾ Private bar services require Liability Waiver; Persons renting the hall are responsible for ensuring minors are not served and responsible consumption by their guests; your bartenders should have Serve It Right

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RENTAL FEE SCHEDULE

Updated Sept 2023

Hall Rental		All Prices include GST	
Celebration of Life (Member)			No Charge
Celebration of Life (Non-Member)	\$ 80.00	Each	
Regular Hall or Gazebo Rental (Member)	\$ 180.00	Each	
Regular Hall or Gazebo Rental (Non-Member)	\$ 240.00	Each	
Hall Cleaning Fee	\$ 75.00	Each	
Kitchen Rental includes use of kitchen, utensils, dishwasher and general equipment			
Regular - 1/2 Day - up to 4 hours	\$ 80.00	Each	
Regular - Full Day	\$ 120.00	Each	
Combi Steam Oven	\$ 50.00	Each	
Deep Fryers (includes fresh oil)	\$ 75.00	Per Fryer	
Kitchen Cleaning Fee	\$ 50.00	Each	
Beverage Services			
Bar Service Hours outside Regular Lounge Hours - Minumum 4 hours if Lounge closed		@ \$ 30.00/hr	
Member Event - Outside Wine Service		@ \$8.00/bottle	
Private License - Corkage		@ \$3.50/person	
Coffee and Tea Service		@ \$30.00/urn	
Hall Setup and Equipment			
Legion Setup and Takedown	\$ 100.00	Each	
Corded Microphone	\$ 20.00	Each	
Cordless Microphone	\$ 30.00	Each	
Sound System and Audio Visual Equip.	\$ 50.00	Each	
Other Services			
Camping (no amenities)		@ \$25.00/night/unit	
SOCAN/Tandem Fees - Dance	\$ 75.00	Each	
SOCAN/Tandem Fees - Music Only	\$ 40.00	Each	
Total Rental			

Due at time of booking	Security/Damage Deposit	\$ 200.00
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Payments can also be made in the Lounge by Cash, Credit or Debit. **E-Transfers to rcl211.pos@shaw.ca**
A **Cancellation Fee** of \$100 will be applied if event is cancelled less than 7 days prior to event.

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TERMS AND CONDITIONS

1. Renters providing their own bar are responsible for obtaining an appropriate Liquor and Beer License and Special Event Liability Insurance to cover the event. The License must be clearly displayed during the event.
2. Access to the facilities to be arranged for the day of the rental unless otherwise agreed. Decorations must be removed and clean up completed on the same day/night of the event unless otherwise arranged with the Legion. No thumb tacks, nails or tape (except painters tape) are to be used to hang decorations.
3. **Renters must ensure necessary supervision and that minors do not consume alcohol.**
4. Clean up of CONFETTI, RICE, SPARKLES OR GLITTER USED ARE THE RESPONSIBILITY OF THE RENTER. Clean up charges will be applied if not done by the Renter.
5. Premises are to be maintained and left in the same condition as received.
6. Renters are responsible for any damage to property or fixtures by the renter or any guests as related to this agreement.
7. Renters are responsible for the conduct of persons using the rental premises during the event.

Rental Agreement / Responsibilities

I/we agree to the Terms and Conditions and further release Branch 211 of the Royal Canadian Legion from any and all claims of injury, liabilities and/or property damages that might arise or be incurred by way of the RENTAL AGREEMENT.

Renter's Signature

Authorized Legion Signature

Print Name

Member's Name

Date

Date

Security/Damage Deposit

Amount: _____

Date Received: _____

Paid by: Cheque # _____ / Cash / Debit / Mastercard / Visa / Amex

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TERMS AND CONDITIONS

Private Bar - Additional Terms & Waiver

1. Person's serving alcohol should be Serve It Right certified. Information on your responsibilities can be found at <https://www.responsible-service-bc.ca/what-is-special-event-server>
2. Closing hours for a bar in the Hall will be no later than 12:30 AM and all alcohol is to be cleared not later than 1:00 AM.
3. No access to the Legion Lounge is permitted while a Private Licensed event is taking place.
4. You are required to post your license in the Hall during the event.

I/we agree to the Terms as set out above in relation to Private Service of Liquor on the premises. I/we further agree to the rules and regulations as set out by the Province of BC and provided through the Serve It Right policies set therein. We further indemnify the Royal Canadian Legion, Branch 211 and it's members against any actions brought forth as a result of breach of these duties and responsibilities.

Renter's Signature

Authorized Legion Signature

Print Name

Member's Name

Date

Date