

**Royal Canadian Legion
 Prince Edward Branch #91
 761 Station Ave, Langford B.C.
VENUE RENTAL AGREEMENT**

Customer Name _____ Email _____

Home Phone # _____ Cell # _____

Purpose of Rental _____

Legion Member (Y/N) _____

Date of Event _____ Start Time: _____ End Time: _____

Food Placement Time: _____

Hall/Auditorium Rental (Max 350 people)

Member Section

<input type="checkbox"/>	Veterans Group/RCMP/Members	\$65.00 per hour	_____
<input type="checkbox"/>	Veterans Group/RCMP/Members	\$300.00 if >6 hrs	_____
<input type="checkbox"/>	Celebration of Life Veterans/RCMP/Members Setup/Cleaning	\$225.00 included	_____

Non Member Section

<input type="checkbox"/>	Non-Member	<input type="checkbox"/>	\$70.00 per hour	_____
<input type="checkbox"/>	Non-Member		\$450.00 if >6 hrs	_____
<input type="checkbox"/>	Non-Member Summer June, July, August		\$330.00	_____
<input type="checkbox"/>	Celebration of Life Non-Member		\$225.00	_____
<input type="checkbox"/>	Setup/Take down		\$125.00	_____
<input type="checkbox"/>	Youth(Cubs/Scouts/Guides/Cadets) * Note 1 Sponsored by the Branch		\$0	_____

Boardroom

\$25.00 per hour _____

Lounge/ Games Room

\$125.00 _____

Bartenders

	1 Bartender required if 0-100 people		\$25.00 per hour	
	2 Bartenders required if >100 people	2X	\$50.00 per hour	

Miscellaneous

	Set-up/Takedown/cleanup		\$125.00	
	Music SOCAN Fees Band		\$60.00	
	Music SOCAN Fees DJ		\$30.00	
	Projector & Screen		\$0.00	
	Kitchen Usage Fee		_____	

Food

	Kitchen Menu	Price posted on menu		
	Catering/Buffer Service	Cost of Food +GST	_____ per plate	
	Coffee/Tea		\$1.25 per person	
	Coffee for 100 People		\$70.00	
	Tea for 100 People		\$40.00	
	Tablecloths		\$5.00 per table	
	Cloth Napkins		\$1.00 each	
	Celebration of Life Package		\$7.50 per person	
	Corking Fee		\$5.00 per bottle	

Note: 1- It does not include youth group parent committee usage
 2- GST will Be added to all cost.
 3- A \$250.00 deposit is required at time of booking.
 4- The Balance owing shall be paid 2 weeks prior to the event.

Total _____

GST _____

Less Deposit _____

Balance Owing _____

Customer Signature _____

Gratuity _____

Branch Manager Signature _____

Requirements

Catering (in house) (Y/N)	_____	Catering (Licensed Outside) (Y/N)	_____
Head Table (Y/N)	_____	Number at Head Table	_____
Type of Tables (Round/Rec)	_____	Number of Guest	_____
Cake Table (Y/N)	_____	Guest Book Table (Y/N)	_____
Gift/Silent Auction Table (Y/N)	_____	Special Occasion License (Y/N)	_____

Terms & Conditions

Auditorium Rental

- 1 Renters providing their own bar are responsible for obtaining a Special Occasion License to cover the event that must be clearly displayed at all times during the event
- 2 Access to the facilities will be available from 09:00 am on the day of the event unless otherwise agreed.
- 3
Decorations must be removed and cleanup completed on the same night the event is finished. Thumb tacks and tape only to be used. Premises are to be left in the same condition as received.
- 4 Renters are responsible for any damage to property and/or fixtures as related to this contract.
- 5 Renters must provide necessary supervision to ensure minors do not consume alcohol.
- 6 Renters are responsible for the conduct of their guests using the rental premises.
- 7 Closing hours for the bar in the Auditorium and the Legion will be no longer than 01:00am. Premises must be vacated one-half (1/2) hour after bar closes.
- 8 The use of confetti and/or rice is not permitted inside or outside the Legion facilities.
- 9 Renters are responsible for service fees if they or their guests set off the Security Alarm. The fee that the security company charges to respond to an alarm will be added to their invoice.
- 10 There will be **NO** alcohol permitted outside the building under no circumstances/
- 11 If a Security Guard(s) are used, they must be BC Security Qualified.

I/we agree to the above Terms & Conditions and costs associated with this event. I/we further agree to release Branch 91 of the Royal Canadian Legion from any and all claims for injuries, liabilities and/or property damages that may arise of or be incurred by way of this rental contract.

Renter's Signature

Renter's Name (Printed)

Branch 91 Signature
Manager/President

Date

Entrance

TO
EXIT Lounge
DOORS

6'

Scale =

1" = 8'

LOUNGE

Tables
2 1/2' x 4'

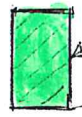
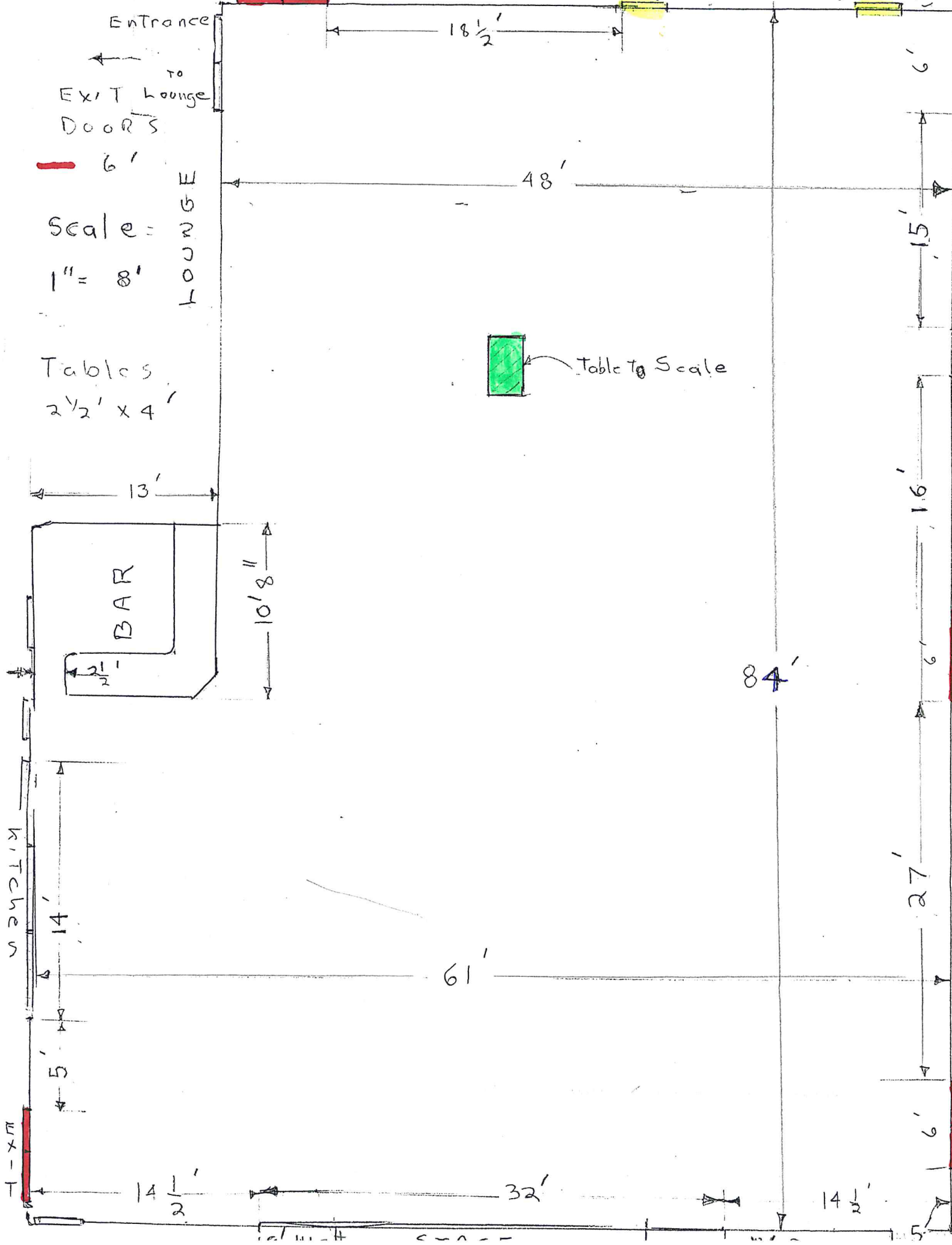


Table to Scale



18 1/2'

48'

13'

10' 8"

BAR

2 1/2'

14'

5'

14 1/2'

32'

61'

84'

16'

27'

6'

15'

6'

15'

16'

6'

6'

6'

5'