



Branch 008  
Stratford

# Royal Canadian Legion Branch 8

## Room Rental “Terms & Conditions”



1. If the hall booking is cancelled, a refund of the full amount of the deposit will be made only if the hall is rebooked. No refund will be issued if the hall is not rebooked. The Legion has the right to withhold renting to any group or individual who had abused the facility and/or its equipment or who has unpaid arrears for previous rentals.
2. The lessee agrees to indemnify the Legion against any loss or damage, which may occur to the premises during the time it is occupied by the lessee.
3. Catering
  - a. The Ladies Auxiliary is the primary caterer except in the months of July and August. The Ways and Mean's team is the second option for catering. If an outside caterer (non-legion member) is used they must be able to provide the Legion with proof of a food handler's course, WSIB coverage and \$5million insurance.
  - b. If the lessee does not make use of the Ladies Auxiliary or Ways and Means team for catering, it is the responsibility of the lessee to make sure the kitchen is cleaned properly, and all dishes, utensils, counters and stoves are properly cleaned. The meat slicer and cabbage shredder are not to be used by anyone other than a member of the Ladies Auxiliary or the Ways and Mean's team.
4. The SOCAN (The Society of Composers, Authors and Music Publishers of Canada) fee is to be charged when band and/or DJ music is played at an event. This fee is paid by the Legion, and thus is added to the lessee cost.
5. The Legion will provide all bar facilities on the premises utilizing the liquor licence in effect. The Legion will charge current prices for all drinks.
  - a. The lessee can use their own wine to be placed on the tables. There will be a \$7 corking charge for every bottle of wine opened.
  - b. If requested the Legion will purchase wine for the lessee to be placed on the tables. The wine will be charged “at cost” with an additional \$7 corking fee for each bottle.
6. Legion bartender and supervision/security
  - a. If a bar is to be open, a Legion bartender is required, and is to be paid for by the lessee.
  - b. As well, one other person (bartender or another representative of the Legion) will oversee the event. This person is to be paid by the lessee as well.
  - c. Outside security will be utilized for events where deemed necessary by the Legion. The lessee will be responsible for all costs incurred for these services.
7. If the Legion, in its sole and absolute discretion, deems the conduct of the lessee or guests is not proper and in good taste, the Legion shall have the right to:
  - a. request the lessee to discontinue the function and vacate the premises
  - b. request any guest or guests to leave the premises immediately
8. Bar service and music will cease no later than 1AM and patrons will vacate the premises by 1:30AM.



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9. Bar payment options. We offer 4 options for bar (drink and food) payment options:
  - a. Customer pays bartender at time of order/purchase.
  - b. Host pays for bar for entire event, at end of event.
  - c. Host pays for specific time period (ie: 1<sup>st</sup> hour). Time must start at beginning of event. Payment due at end of event.
  - d. Host gives ticket (supplied by Legion) to patron; patron hands ticket to bartender for drink; at end of event, bartender tallies cost of drink tickets and host pays bartender.
10. The Legion shall properly furnish the hall with tables and chairs and shall provide adequate coat check facilities. Linen tablecloths and napkins are the responsibility of the lessee. Legion tablecloths can be rented (see the posted fees),
11. It is the responsibility of the lessee to do his own decorating. No tape may be applied to any walls or tables. A time for decoration will be discussed at the time of signing the contract. Details of hall setup must be finalised at least 5 working days before function.
12. No confetti, foil hearts, sprinkles, or similar items are allowed on premises at any time. Also dance wax or any similar product will NOT be applied to the dance floor by the lessee or guests. This is to ensure the safety of all members, guests and patrons. A \$50 surcharge will be applied if any of these products are used anywhere on Legion premises.
13. No open flames are permitted because of safety concerns, as per fire department regulations.
14. The hall must be left in a clean condition, undecorated and no damages to the hall or washrooms. The lessee understands that they will be liable for any and all costs involved for repairs and extra cleaning costs.
15. NSF Cheque: You will be liable for any fee's incurred by the Branch for an NSF charge.
16. If there are any contraventions of any of the provisions contained herein, the contract becomes null and void.

**Your signature signifies you have read and agree to the above "Terms and Conditions".**

Signature

Date

Lessee

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Legion rep

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