



389 - 391 Richmond Road, Ottawa, Ontario K2A 0E7
Phone: 613-725-3475 Website: www.rcl480.com E-mail: rentals@rcl480.com

HALL RENTAL AGREEMENT

Date Required: _____ Time: From: _____ To: _____

Name(s) (printed): _____

Address: _____

Phone: Home: _____ Bus.: _____ Cell: _____

Type of Event: _____ No. of People: _____

Special Requirements: _____

Rental Fee: _____ Deposit (40%): _____ Date Rcvd.: _____

Damage Deposit: \$100.00 Date Rcvd.: _____

NOTES:

1. Rental Fees: Members: \$355.00
Non-Members: \$425.00
(All rental fees are plus HST)

In the context of hall rentals, Westboro Legion considers any currently serving member of the Armed Forces or the RCMP to be a member and as such receive members' rates.

2. Clean-up fee is included in the rental fee.
3. To qualify for members' rate, the renter must be a Legion member in good standing for a period of one(1) year prior to the booking date of the event.
4. Eligibility for members' rate applies only to the following: if the event is being held for a member, or an immediate family member which includes mother, father, brother, sister, stepmother, stepfather, stepbrother or stepsister.
5. Upon inspection after the event, if there is no damage, the damage deposit will be returned within 14 days of the event.

I/we, the undersigned, understand and agree to the following terms, conditions and limitations for rental of the above mentioned hall as stipulated by Westboro Legion Branch 480 in the following paragraphs.

1. That the rental fee deposit ***of 40% and 100% of the damage fee charged*** must be paid at the time of the booking. Balance of rental fee to be paid ***prior to the commencement of the event by certified cheque, cash or money order.***
2. That if for any reason the rental and services of the above mentioned hall should be cancelled in writing by the renter(s) within 21 days of the date booked, the required rental deposit of 40% is not refundable. All other prepaid fees are refundable. Prior to the 21 day period before the booked date, and upon written notice, all prepaid fees will be refunded.
3. That the event signatory, or signatories, accept full responsibility for the use of the above mentioned hall, are personally responsible for any losses and/or damages that may occur during the rental period, to this hall or facilities, to any furniture and/or fixtures, however caused by any person or persons attending the event.

4. That the event organizer(s) are aware , and will advise all attendees, that the area behind the bar is strictly **“OUT OF BOUNDS”** at all times to everyone.
5. That the event organizer(s) are aware, and will advise all attendees, that the entry to the kitchen area and the kitchen proper are strictly **“OUT OF BOUNDS”** at all times to everyone **except those authorized to use these facilities by the event organizer(s).**
6. That only masking tape and special tapes designed for easy removal without causing damage to painted surfaces may be used to attach or hang decorations. Staples, pins and thumb tacks **ARE NOT** to be used at any time. All decorations and tapes must be removed at the end of the event.
7. That the Legion bar steward(s) is/are in complete control of the Legion Hall at all times, and at his/her/their discretion, will close the bar in order to maintain control. Also, the bar steward(s) have been instructed not to hesitate in calling the police should it be deemed necessary.
8. That the signatory, or signatories, are responsible for advising all guests attending the event that they must respect and obey all Legion traditions, customs, rules and signage with regards to not entering restricted or no admittance areas, no wearing of hats (of any type), no alcoholic beverages past exit doors, etc., at all times.
9. That all guests under the age of nineteen (19) will be identified to the bar steward(s), they will not attempt to purchase alcoholic beverages of any type and will not have alcoholic beverages of any type purchased for them or given to them during the event.
10. That all city by-laws regarding **“NO SMOKING”** will be adhered to by all guests at all times.
11. Understand that the kitchen, should it be used, is for **food preparation for the purpose of serving** only. **Cooking is not allowed** except by microwave or self-supplied slow cookers. Also, it is understood the event signatory, or signatories, are responsible for cleaning the kitchen, if it is used, at the end of the event, supplying their own cleaning materials.
12. Understand that if the event is catered, and the kitchen is used, there is a clear agreement between the event signatory, or signatories, and the caterer as to who is responsible for cleaning the kitchen at the end of the event. Again, they must supply their own cleaning materials.
13. Are aware of the responsibilities entrusted upon the event organizer(s) by the Executive of Westboro Branch 480 and agree that at least one person of authority from the event organization will be in attendance for the duration of the entire event, will identify themselves to the Legion bar steward(s) prior to the commencement of the event.

Signature(s) of renter(s): _____

Signature of Legion representative: _____

THE FOLLOWING ITEMS ARE “NOT” TO BE BROUGHT INTO THE HALL:

Beer, liquor, wine, soft drinks, water and confetti/rice of any type.

All alcoholic raffle prizes shall be kept behind the bar until the end of the event, (or upon the winner’s departure).

NOTE: Contravention of any of the above, incidents of vandalism, failure to remove garbage and properly deposit in the outside bins at the end of the event or excessive uncleanliness will result in forfeiture of the damage deposit.



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