



ROYAL CANADIAN LEGION
SPRUCE GROVE BRANCH 281 RENTAL AGREEMENT

Between
Spruce Grove Legion Branch 281, known as Lessor and,

Name: _____ known as Lessee.

Membership Number: _____ If renting at membership price.

Address: _____
Phone (Bus): _____
Phone (Res): _____

The Lessee agrees to rent the following:

Today's Date: _____ Event Time: _____
Event Date: _____ Function: _____

Dance Area [] Common Area [] Full Area []

Note: Saturday Evening, Full Area Rentals start at 6:30pm

- 1. The Lessee agrees to indemnify the Lessor for any loss or damage to the facilities rented, or the area of the facility to which the Lessee or their guests have access.
2. The Lessee agrees to take the premises and the rented facility as found and assume all risk of loss or personal injury to Lessee, Guests, Employees, Contractor, Agents, Invitees or Licensees.
3. This agreement may be cancelled, and the Lessee required to vacate the premises immediately, together with any guest, if at the discretion of the representative of the Lessor the conduct of the Lessee or any guests are likely to cause damage to the facilities if continued.
4. Any permit required must be made in the name of the Lessee. Lessee will obtain and display all permits required by the Provincial Statute or Municipal By-Law.
5. A deposit of 50% of rent is due at the time of the Booking. Balance is due 30 days prior to the event.
6. If booking is made less than 30 days prior, a certified cheque may be required for the total costs of the hall rental, a cheque for damage deposit is also required at the time of booking.
7. Damage deposit of \$100.00 is required at the time of booking. This will be refunded once it is deemed that the hall is in the original state; see addendum checkout list.
8. Damage deposits are held by the Booking Agent until the event is completed. Should any damage or additional cleaning be required, the cheque will be cashed.
9. The Lessee agrees the above information is correct and agrees to abide by the regulations outlined.

Comments: _____



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RENTAL PRICE STRUCTURE

- ➔ \$95 plus tax for weekday bookings less than 3 hours
- ➔ \$185 plus tax for weekday bookings greater than 3 hours
- ➔ \$245 plus tax for Friday night and weekend bookings

Membership discount: Members pay weekday prices for weekend bookings. (\$185 plus tax)

Note: Legion functions may only allow the rental of half the hall. Same prices shall apply. You will be notified during the agreement.

Rental Fee: \$ _____

Date Received: _____

Damage Deposit: \$ _____

Date Received: _____

Spruce Grove Legion Representative:

Lessee:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

PRIVATE FUNCTION CHECKLIST

NUMBER OF GUESTS

Please provide your best guess for the number of people attending. _____

PRE-PLANNING

We try to accommodate those who require decorating ahead of time. What date and time, if necessary, would you like to come in advance. Considerations: Saturday meeting draws, etc. _____

SPECIAL REQUESTS

We would love to make your event as enjoyable as possible. Please let us know in advance if there is a particular type of soda pop, alcohol, potato chips, etc., you would like us to serve.



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CHECKING-IN

The applicable hall area will be clean, with chairs and tables shall be in their normal pattern.

If using kitchen, the area provided will be clean and ready for use.

We appreciate that renters refrain from putting tacks or tape (unless completely removable) onto the walls and equipment in the hall. A Legion staff or executive member will assist you with these restrictions.

CHECKING-OUT

Return facility to original state

1. Tables and chairs in original place
2. All decorations taken down and removed
3. If kitchen used, all dishes and utensils washed and put away, counters clear and wiped down
4. All leftover food removed
5. All garbage, in excess of normal hall trash, are bagged and removed

If these items are not addressed during check-out the damage deposit may be forfeited.

Check-out Date: _____

Lessee Signature: _____

Branch Signature: _____

For questions or assistance, please call: 780-962-4598

ADDITIONAL RESPONSIBILITIES OF PRIVATE FUNCTION LESSEE AT CHECK OUT

1. If a Caterer is used, all functions pertaining to catering must be performed by Lessee and Caterer (i.e. clear tables, clear away food etc.). The Branch Bartender and/or Volunteer will not be expected to assist.
2. Drinks will be ordered and served at the Bar. Returning glassware, cans, and bottles during the rental is appreciated.
3. If special drinks (i.e. wine) are requested, Lessee must speak with the Bar Manager to arrange. If special requests are not used, the lessee may be subject to purchasing the remainder of the stock. This will be established upon the contract signing and covered in the 'Comments' section.