



**ROYAL CANADIAN LEGION
BRANCH 517
3583 Petawawa Blvd
Petawawa, Ontario K8H 2Y1
613-687-2504**

Email: petawawalegion@nrtco.net

RENTAL AGREEMENT

Date of Application: _____

APPLICANT: (Please print clearly)

Name: _____ Telephone #: _____

Street: _____ City: _____

Postal Code: _____ E-Mail: _____

FUNCTION:

Type: _____ # of Guests: _____

Date: _____ Start / End Time: _____

Bar Open / Closed at: _____ Number of tables _____

Head table _____

Food: LA _____ Caterer _____ Personal _____ No Food _____ Kitchen _____

FEES: 50% Deposit to be paid at time of booking. The remainder of the Rental Fee and the Damage Deposit are to be paid a minimum of 30 days before the start date of the function.

Rental Fee: _____ Deposit (50%): _____ Date Rcvd: _____

Damage Deposit Yes/No (\$100): _____ Date Rcvd: _____

Balance owing: _____ Date Rcvd: _____

Music _____ DJ _____ Legion Sound System _____

NOTES:

I/we, the undersigned, understand and agree to the terms, conditions and limitations as laid out in this agreement.

1. All fees are to be paid by cash, cheque or money order.
2. The applicant accepts full responsibility for any loss, damage or breakage to the facilities and equipment that may arise from occupancy. Determination of such loss, damage or breakage shall be at the sole discretion of Branch 517. If upon inspection, there is no loss, damage or breakage found, the damage deposit shall be refunded within 7 days.
3. Branch 517 shall not be held liable for any personal injury, loss or damage to property by fire, theft, accident or otherwise resulting from occupancy of the facilities. The applicant is responsible for removing uninvited guests, it is not the responsibility of the Branch or Bartender.
4. Bar service shall cease no later than 1:00 am and guests must vacate the premises by 1:30 am.
5. Under no circumstances shall alcohol not purchased at Branch 517 be consumed on Legion property. All alcoholic raffle prizes shall be kept behind the bar until the end of the function or upon the winners' departure.
6. The bartenders are in complete control of Legion facilities at all times and at their discretion will close the bar in order to maintain proper behaviour. The bartenders have been instructed not to hesitate to call the police should it be deemed necessary.
7. If, for any reason, this agreement should be cancelled by the applicant within 30 days of the function date, the 50% deposit is non-refundable. If the function is cancelled with more than 30 days notice, all prepaid fees shall be refunded.
8. Should the applicant order and pay for a special order for the function, i.e.: bottles of wine, and then cancel the function after the special order has been purchased, the monies for the special order will be non-refundable.
9. The Legion reserves the right to refuse unsafe, dangerous and/or unlawful materials being brought into the Branch, at their discretion.
10. If a caterer is used it is the applicants responsibility to ensure that the caterer removes all their garbage from Legion property. If the caterer leaves garbage behind, the damage deposit will be forfeited.
11. No one shall enter the kitchen area of the Branch without the express permission of the Branch Ladies Auxiliary.
12. The use of Confetti, rice and table sprinkles is not allowed on Legion property. No substance is to be placed on the dance floor to make it slippery.
13. No alcohol is allowed outside the front doors of the Legion or in the parking lot. Applicants will receive one warning. On the second offence the bar will be closed and the building vacated by the function guests. There will be no refund given.

Applicants Signature: _____ Date: _____

Legion Signature: _____ Date: _____