



Royal Canadian Legion  
Branch 517  
3583 Petawawa Blvd.  
Petawawa Ont. K8H 2Y1  
Email petawawalegion@gmail.com  
Rental Agreement

Date Booked \_\_\_\_\_

Date of Rental \_\_\_\_\_

Applicant

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Function:

Type \_\_\_\_\_ # of Guests \_\_\_\_\_

Bar: Open/Closed \_\_\_\_\_ Start/End Time \_\_\_\_\_

Food By LA \_\_\_\_\_ Caterer/ Will not have use of Kitchen \_\_\_\_\_ No Food \_\_\_\_\_

Set Up:

Type: \_\_\_\_\_ Head Table \_\_\_\_\_

FEES:

A 50% deposit is to be paid at time of booking. The remainder of the Rental Fee and Damage Deposit is to be paid MINIMUM of 30 days before the date of the function. All hall rentals include a surcharge of \$100.00 regardless of if Hall Rental Fee is waived or not.

Rental Fee \_\_\_\_\_ Deposit(50%) \_\_\_\_\_ Received \_\_\_\_\_

Damage Deposit \_\_\_\_\_ Balance Owing \_\_\_\_\_  
Received \_\_\_\_\_

Damage Fee: \_\_\_\_\_ Date Received \_\_\_\_\_

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 or cheque.
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 breakage or damage shall be at the sole discretion of the Branch 517. If upon inspection, there is no loss, damage or breakage found, the damage deposit will 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 guest, it is not the responsibility of the Branch or the Bartender.

4. Bar service shall cease no later than 1:00 and Guest must vacate the premises by 1:30 am.
5. No 50/50 draws will be conducted on Legion Property.
6. 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 till the end of the function or upon the winner's departure.
7. The Bartenders are always in complete control of the Legion facilities, and at their discretion will close the bar to maintain proper behaviour. The Bartenders have been instructed not to hesitate to call the Police should it be deemed necessary.
8. If for any reason this agreement should be cancelled by the applicant with in 30 days of the function date, the 50% deposit is non-refundable. If the function is cancelled within more than 30 days notice, all the prepaid fees will be refunded.
9. Should the applicant order and pay for a special order for the function , i.e., bottles of wine, and than cancel the function after the special order has been purchased, the customer will not receive refund for the price of the special order.
10. The Legion reserves the right to refuse unsafe, dangerous materials being brought into the Legion. Open flamed candles, wildflowers, smoke machines or things such as bales of hay.
11. If a caterer is used it is the applicant's 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.
12. No one shall enter the Kitchen area of the Branch without the express permission of the Ladies Auxiliary President.
13. The use of confetti, rice, table sparkles, and balloons filled with foil confetti is not allowed on legion Property. No substance is to be placed on dance floor such as floor wax for dancing.
14. No alcohol is allowed outside the front doors of the Legion or in the parking lot. Offenders will be given one warning. On the second offence the Bartender will close the bar until the offenders leave or the function will be shut down.

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

Legion Signature \_\_\_\_\_

Date \_\_\_\_\_