

Name of Organization:

Contact Person:

Telephone:

Address:

City:

Date of Function:

Time from:

to:

Occasion:

Number of people attending:

(Max Capacity 150)

Bar Required: Yes

No

Music & Dancing : Yes

No

Special Requirements:

Name of Caterer:

Telephone:

**SPECIAL INSTRUCTIONS**

1. All rules of the Legion will apply to all guests. No alcoholic beverages are allowed on Legion premises unless purchased at the Legion bar.
2. No Special Occasion Permits.
3. Legion Bartenders must be used.
4. No beverages may be taken beyond licensed area.
5. No tables or obstructions are permitted in the bar serving area.
6. Confetti or dance wax may not be used in the building.
7. Materials brought in must conform to regulations set out by the Fire Marshall for example – table clothes must be fire proof and candles must be in a non-flammable container.
8. Renter agrees that all fire exits must be kept clear for safety reasons.
9. No adhesive tape of any kind is permitted on any painted surface.
10. Damages to furniture, fixtures or premises or loss of equipment at replacement cost, will be charged to the party or parties renting.
11. Balloons, streamers, etc. must be secure. All decorations must be removed at the conclusion of the event unless special arrangements are made.
12. The renter is responsible for contacting the Royal Canadian Legion Branch # 383 at least 48 hours in advance of their event concerning any special arrangements or requirements. Smoking is permitted in designated areas only.
13. The renter agrees to pay any and all necessary fees or tariffs over and above the rental fee of the hall to SOCAN (Society of Composers, Authors and Music Publishers of Canada), if any copyrighted music in any form is performed at your function.
14. No lotteries, raffles or draws may be conducted without a license.
15. The Royal Canadian Legion, Branch # 383 Tara will not be responsible for injuries or lost of any personal items.
16. All children are to be supervised and they are not allowed in the kitchen or the basement.
17. The hall and kitchen must be left in the same condition it is found.
18. The games room is off limit unless a Legion Member is present.
19. Off posted Legion regular hours the Bartender cost is \$19.75 per hour.
20. The renter is responsible to follow and adhere to the Municipality of Arran-Elderslie By-Law No. 61-09 [<https://www.arran-elderslie.ca/en/municipal-services/resources/Documents/61-09---Noise-By-law.pdf>]. If the renter wishes to deviate from this By-Law, the renter must apply for a Grant of Exemption with the Municipality.
21. A deposit may be required at the time of booking.
22. Payments may be made by cheque or e-transfer to rcltara383@bmts.com.

Hall Rental:	(See rates below)
Kitchen Rental:	(\$100.00 – Daily rate)
Karaoke Rental:	(\$50.00 – Daily rate)
Plus HST 13%:	
Bartender Costs:	(\$19.75 per hour)

Less Deposit:	<b>Deposit made at time of booking</b>
Total: <b>To b</b>	<b>To be paid in full prior to the event</b>

This constitutes an agreement to rent the premises known as The Royal Canadian Legion, Br. # 383, Tara for your upcoming function.

Signature of Lessee

Signature of Royal Canadian Legion, Br.383

Date (DD-MMM-YYYY)

**Rental Rates**

**Members**

**Non-Members**

VETERANS NO CHARGE

Daytime \$75.00

Daytime \$125.00

Evening \$150.00

Evening \$250.00

Deceased members funeral (no charge)

Funerals \$100.00