

Name of Organization: _____ Contact Person: _____
 Address: _____ Telephone: _____
 Email: _____ 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, and no alcoholic beverages may be taken beyond our licensed area. Smoking is permitted in designated areas only.
2. No Special Occasion Permit is required.
3. Bookings taking place during off posted Legion regular hours, that require a bartender, will be charged hourly rate listed below.
4. Materials brought in must conform to regulations set out by the Fire Marshal. For example – table cloths must be fire proof and candles must be in a non-flammable container.
5. Renter agrees that all fire exits must be kept clear for safety reasons.
6. No adhesive tape of any kind is permitted on any painted surface, and confetti may not be used in the building.
7. Damages to furniture, fixtures or premises or loss of equipment at replacement cost, will be charged to the party or parties renting.
8. Balloons, streamers, etc must be secure. All decorations must be removed at the conclusion of the event unless special arrangements are made.
9. 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.
10. 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.
11. No lotteries, raffles or draws may be conducted without a license.
12. The Royal Canadian Legion, Branch 383 Tara will not be responsible for injuries or loss of any personal items.
13. All children are to be supervised and they are not allowed in the kitchen or basement.
14. The hall, kitchen, patio and BBQs must be left in the same condition they were found.
15. The games room is off limits, unless a Legion Member is present.
16. The renter is responsible to follow and adhere to the Municipality of Arran–Elderslie Noise By–Law No. 13–2024 https://www.arran-elderslie.ca/media/crnbf/sf_approved_by-law-13-2024-regulate-noise.pdf. If the renter wishes to deviate from this By–Law, they must apply for a Temporary Noise Permit with the Municipality (Para 6.o of the By–Law).
17. In the event of a Noise By–Law infraction, the renter will be held responsible and agrees to pay any associated fine.
18. A kitchen rental fee applies when the kitchen is used for meal preparation, for any commercial use, including use by outside caterers. No fee will be charged for kitchen use during potluck meals.
19. Payments may be made by cheque, e–transfer to treasurer@taralegion383.ca or at the event.
20. If you have any questions, please contact us at 519–934–9992 or via email at booking@taralegion383.ca.

Hall or Patio Rental: (See rates below)
 Kitchen Rental: (\$100.00 – daily rate)
 Additional Rental Charges: (Karaoke–\$50.00, BBQ–\$25.00 (daily rates))
 HST – 13%:
 Bartenders Cost: (\$21.75 per hour)
 Total: **Amount to be paid in full prior to the event**

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

Signature of Renter	Signature of Royal Canadian Legion, Br 383	Date (DD-MMM-YYYY)
Rental Rates	Daytime.....\$75.00	Evening.....\$150.00
Branch 383 Member Hall Rental	Daytime.....\$125.00	Evening.....\$250.00
Non-Member Hall Rental	Daytime.....\$25.00	Evening.....\$25.00
Member & Non-Member Patio Rental	No Hall or Patio Charge	No Hall or Patio Charge
Veterans		
		Deceased Branch 383 Member Funeral....(no charge)
		Deceased Non-Member Funeral.....\$100.00