



The Royal Canadian Legion

Richmond #625 branch
6430 Ottawa Street
Richmond, Ontario, K0A 2Z0
613- 838- 2644

Rental Contract/ Occupancy Permit

The Royal Canadian Legion - Richmond #625 Branch, known as the *Lessor*, hereby grants the following organization and / or person (s), known as the *Lessee*, exclusive use of the listed room within the Branch Facility upon prepayment of all costs and fees associated with this event as outlined below.

Organization and / or Person(s) Name: _____

Type of Event: _____ Contact Person(s) Name: _____

Address: _____ City: _____ Postal _____

Phone No (H) _____ (W) _____ Email _____

Date of Event: _____ Time from _____ to _____

Set up time: _____ # Of Persons Attending approx _____

Legion Member: Yes No Dishes and Cutlery: _____ Catering: _____

BAR:

Do you want a bar: Yes _____ No _____

No. of people attending function: _____

PLEASE NOTE all of our bar tenders are volunteers and are not paid for this job. The Bar Manager decides the number of bar tenders needed based on the number of people attending, therefore we would appreciate if your estimate of people attending who will be using the bar facilities be as realistic as possible.

Your cooperation is greatly appreciated. Please initial that you have read the above _____

Hall rental...(up to 7 hours)	\$275.00
For each additional Hour (\$25.00)	
If Catered by other than LA	\$50.00
Dishes and Cutlery rental	\$50.00
Security Deposit	\$150.00
TOTAL CONTRACT COST	\$