



The Royal Canadian Legion Richmond #625 Branch
 6430 Ottawa Street
 Richmond, Ontario, K0A 2Z0



Hall Rental Contract

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:

Name of Person or Organization Renting _____

Address: _____ City: _____

Postal _____ Phone No (H) _____ (W) _____

Cell: _____ Email _____ Alternate No _____

Type of Event: _____

Date of Event: _____ **Time of Event: Start** _____ **End** _____

Set up time: _____ **# Of Persons Attending -approx:** _____

Br. 625 Member: Yes ___ No ___

Hall Rental a minimum of 3 hours..... \$180.00

For each additional hour or part thereof \$50 per hour \$ _____

Use of Kitchen \$50.00 Yes ___ No ___ \$ _____

Use of Dishes/Cutlery \$25 Yes ___ No ___ \$ _____

Subtotal..... \$ _____

HST Business # 84925 4693 RT0001HST 13% \$ _____

Total Cost - Due 30 days prior to the event..... \$ _____

Bar required Yes ___ No ___ Opening Time _____ CASH BAR ONLY.

Security Deposit due on signing contract \$500.00

This deposit will be refunded after a damage inspection following the event.

By signing this agreement, the Lessee agrees to the following:

- **The signer of the contract will be in attendance for the entire event and will be responsible for making decisions regarding operation of the event.**
- Agrees that the bartender will be in full control of the volume of the music.
- Agrees that the bartender will be the final authority during the event.
- To ensure there is no damage to the building or property of the Lessor;

Richmond Legion Branch 625 Hall Rental Agreement Page 2

- To ensure only masking tape will be used to affix decorations or other articles to the walls and interior of the room AND ensure the removal of all decorations and other articles from the walls and interior of the room including the tape, within the contract time;
- To ensure no confetti or other similar types including rice foil etc is used inside or outside the building;
- **That all alcoholic beverages served must be purchased from the Lessor;**
- That no alcoholic beverages will be removed from or consumed outside the building;
- That all laws including those related to the consumption of and use of legal and illegal substances will be adhered to by all in attendance;
- **That no liquid refreshments will be served other than those purchased from the Lessor if the bar is open, including juice, water, pop etc.**
- That prior approval must be secured from the Lessor before any object or material emitting an open flame may be used;
- That prior approval must be secured from the Lessor prior to any use of the kitchen areas including the fridge, freezer, dishes, cookware etc. ;
- That set up of tables, chairs etc will be done by the Lessee;
- That the room will be left as it was prior to your set up;
- That the Lessor is indemnified from all losses and damages arising from the Lessee’s use of the Lessor’s facilities and
- That the deposit will be forfeited by the Lessee if any of the conditions of this contract are breached but without any limitation to the Lessor’s other rights and remedies at law
- That any and all COVID or any other epidemic/pandemic/ medically warranted guidelines by any level of government will be adhered to.

The Lessor reserves the right to refuse entry to any person and terminate any event in which damage has been sustained to the property or if there is justifiable reason for such termination of the event, including the breach of any of the above conditions.

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE TERMS OF THE AGREEMENT.

Dated at Richmond, Ontario on the _____ day of _____ 20_____.

Signature of Lessee or Agent _____

Signature of Lessee or Agent _____

To reserve the date = a signed contract and \$500.00 security deposit.

To guarantee the date = all fees paid in full 30 days prior to rental date.

If a member of the Richmond Legion does not show up on time to open the hall,
please call one of the following:
Johnny Villeneuve at 613-838-2548
or Tom Louks at 613-838-3244