



ROYAL CANADIAN LEGION BRANCH NO. 208

P.O. BOX 184,
OYEN, ALBERTA, TOJ 2J0

HALL RENTAL AGREEMENT

Date of Agreement: _____

RENTER: Please PRINT clearly – Your refund will be issued to the name and address listed below.

Name: _____ Telephone No. _____

Street/Box #: _____ Bus./Cell No. _____

Town/City: _____ Fax No.: _____

Postal Code _____ Email: _____

FUNCTION:

Type: _____

Date(s): _____ to _____ = _____ days

FACILITIES REQUIRED & RATES/FEES: (effective July 1, 2017)

Damage Deposit: A \$300.00 damage deposit cheque(refundable)-**EXCLUDING FUNERALS**, will be collected before the key is given together with an inspection of the Hall before and after event by the assigned Legion Members with the renter. The cheque may be refunded/returned pending inspection of the Legion Hall. Any missing items/damage/extra janitorial exceeding normal, will be charged to the applicant (pro rated at \$25.00 per hour) through the damage deposit cheque. Legion **FLAGS, PLANES, or PLAQUES** including previous hall decorations (Christmas) will **NOT BE DISMANTLED**. If so, the full deposit cheque will be cashed.

Main Hall: Weddings, Shows, Suppers, etc.

- Use of Kitchen & Bar & includes one (1)day previous for self set up	\$750.00	\$ _____
- Extra if used for Sunday	\$300.00	\$ _____
- Additional per day use (strictly enforced)	\$200.00	\$ _____
- Extra if meeting room used for catering	\$100.00	\$ _____
- self tear down(tables wiped & chairs stacked according to diagram)		

Main Hall: Church functions, school graduations, anniversaries, etc.

- Use of Kitchen (non bar use) & includes one (1) day previous for self setup	\$650.00	\$ _____
- Addition per day use (enforced)	\$200.00	\$ _____
- Extra if meeting room used for catering	\$100.00	\$ _____
- Self setup and tear down (tables wiped & chairs stacked According to diagram)		

Main Hall: Funerals

-Funeral Service including lunch setting	\$500.00	\$ _____
-Funeral Lunch only	\$300.00	\$ _____
Legion will setup & tear down		

Main Hall:	Meetings	\$400.00	\$ _____
	-Additional for light kitchen use (coffee urns, etc.)	\$ 50.00	\$ _____
	-Self set up hall and tear down (tables wiped & chairs stacked according to diagram)		
	-Kitchen counters wiped & coffee pots cleaned		
Meeting Room:	-Self set up of room	\$100.00	\$ _____
	-Additional for light kitchen use (coffee urns, etc)	\$ 50.00	\$ _____
Bartenders:	-Includes ice & assistance with clean-up (tables cleared of glasses)	\$300.00	\$ _____
Pop	Due to Pepsi discontinuing canisters, renters will be responsible for their own pop.		