



Section I: Terms & Conditions

Damage Deposit

- I. The Colborne Legion will require a separate cheque in the amount of \$150.00 for the damage deposit. An additional invoice will be forwarded to the renter, only if there is damage in excess of \$150.00. Renter will postdate the damage deposit cheque to the date of the event. Post event, the facility will be inspected, if it is determined that there is no damage, the damage deposit cheque will be returned to the renter.
- II. The Colborne Legion is not responsible and/or liable for any personal injury, damage, loss or theft of personal property or equipment of the renter or any person(s) attending the event.
- III. The renter is responsible for any loss and/or damages to the premises by their volunteers, hired staff, guests or other service providers.
- IV. The renter assumes responsibility for the conduct of their volunteers, hired staff, guests or other service providers on the premises during the event and proper care and handling of all equipment and/or furnishings owned by the Colborne Legion.

Payment

- I. The renter agrees to pay a rental deposit of 50% of the rental and provide a post-dated damage deposit cheque in the amount of \$150.00 at the time of rental execution. The event is not considered booked until the deposit has been received by the Colborne Legion.
- II. The remaining balance of the rental will be due one week prior to the event.
- III. All cheques to be made out payable to the Colborne Legion Br.187. Cash and/or Debit are also accepted.

Cancellation

- I. If an event needs to be cancelled or rescheduled, the Colborne Legion will do its best to accommodate the renter for an alternate date. In most circumstances, this requires 30 days notice. If a new date can not be accommodated, the Colborne Legion will provide a full refund to the renter.
- II. If an event is cancelled inside the 30 days notice. The Colborne Legion will retain 10% of the total rental up to a maximum of \$100.00.
- III. If for any reason the Colborne Legion is unable to fulfill the rental agreement due to no fault of their own, the renter will be notified immediately. If an alternate date can not be agreed upon, the renter will receive a full refund.

Decorations

- I. The Colborne Legion shall allow ample time for decorating the facility at no additional charge prior to the event.
- II. NO exit or emergency exit shall be obstructed.
- III. The Colborne Legion does not permit the use of confetti or similar materials.
- IV. NO nails, tacks or tape permitted to be affixed to the walls.
- V. NO open flames or flammable materials permitted.
- VI. All decorations being hung from the ceiling must be approved prior to installation and must be removed after the event.

VII. NO offensive materials/decorations permitted.

Alcohol/Liquor

- I. Alcoholic beverages must remain inside the Legion at all times.
- II. NO alcohol other than that sold by the Colborne Legion is permitted on the premises.
- III. NO person(s) under the age of majority (19 years of age) are permitted to handle or consume alcohol at any time. The renter is responsible for the conduct of all persons in attendance.

Smoking

- I. The Colborne Legion is a smoke free facility.
- II. Smoking is permitted outdoors in designated smoking areas.

Other

- I. The rental agreement is not accepted until it has been read, signed and the deposit has been received.
- II. The premises may only be used for the purpose of rental at the time of the agreement.
- III. The Colborne Legion reserves the right to eject or refuse entry to any person who is likely to create a disturbance or behave in an objectionable or improper manner.
- IV. The rental agreement is non transferable and/or the facility may not be sublet.
- V. The renter agrees to preserve and maintain good order, discipline and safety at all times.
- VI. The renter shall adhere to the direction of the designated supervisor on duty for the duration of the rental agreement.
- VII. The renter, by executing this agreement, acknowledges having read and understands this agreement, including the conditions which form part hereof and agrees to abide by all Terms & Conditions.

Declaration

I, the undersigned, do hereby release and indemnify The Colborne Legion and their respective officers and/or employees from all claims for loss, injury or damage to persons or property while participating in or travelling to and from the above facility which I or any person claiming through me or on my behalf, may at any time arising out of or connected with the operation of said facility.

I have read this agreement and hereby covenant and agree to all of the Terms & Conditions set out. I agree that I am personally responsible and obligated to pay all charges due to the Colborne Legion.

I, the undersigned, have reviewed the Terms & Conditions for the facility use and hereby agree to comply with all items.

Signature

Printed Name

Date

For Legion Use

In consideration of the covenant and agreements made by the applicant, I hereby accept this application on behalf of the Royal Canadian Legion Br.187, so as to permit the applicant the right to use the premises at the time(s) and the conditions outlined in this agreement.

Signature

Printed Name

Date

**ROYAL CANADIAN LEGION Branch 187**

92 King Street East, Colborne, ON

905.355.5479

Email: julieha12@live.com

**Hall Rental Agreement****Section II: Rental Information**

Booking Date: _____

Event Date: _____

Renter's Name: _____

Organization: _____

Address: _____

Phone: _____

City/Town: _____

Alternate Phone: _____

Email Address: _____

Purpose of Event? _____

Expected Attendance: _____

Event Start Time:

Event End Time:

Please select required services below

		YES	NO	
Afternoon Hall Rental	\$130	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening Hall Rental	\$250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting Rental (3 hrs)	\$100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Kitchen Rental</u>				
Afternoon - up to 4pm	\$60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening - after 8pm	\$60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner (catered)	\$250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*waived if catered by the Ladies Auxiliary				
Cleaning/Damage Deposit	\$150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bar Service	\$50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payment Summary

Hall Rental	Damage Deposit	Kitchen/Bar Rental	Payment	Balance
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Additional Notes: