

Royal Canadian Legion
Leslie Sutherland Branch 447
P.O. Box 119, 350 Albert Street
Corunna, Ontario NON 1G0
519 – 862-1240

Function Date: _____ Type of Event: _____
Hours required: From _____ to _____ Is Set-up Required: _____ *Set up required by: _____ a.m. /p.m.
Number of Persons Anticipated: _____ Will this be a licensed function: Yes / No
Bar Required: Yes / No: Bar to open at _____ **Will Food be Served: Yes / No: If yes, contact see Ladies Auxiliary
Rental without food or with potluck: Fee for use of kitchen must be agreed to by Ladies Auxiliary approved by Branch.
Will wine, not supplied by this Legion, be served at dinner: Yes / No – If yes, a Special Occasion Permit is required from LCBO. With a Special Occasion Permit, when wine is served, the bar will operate as per LCBO regulations.

Name of Organization (if applicable): _____

Contact Person: _____ Telephone: _____ Work or Cell #: _____

Address: _____ City: _____ Postal Code: _____

Hall Rental Fee: _____ Sub Total \$ _____

Security Deposit: _____ Member Discount (15%) \$ _____

Kitchen Fee: _____ HST \$ _____

Bar Services: _____ TOTAL \$ _____

Audio / Video: _____ Deposit \$ _____

Sub Total: _____ Receipt # _____

Balance Due (2 weeks prior) \$ _____

Member Discount: Name and Membership Number _____

Note: Must be same as contact person.

***Note: previous day set-up is only allowed if the hall is not booked that day. Tear Down is expected to take place when the hall is vacated on the date of the event. ** The Branch does not allow caterers, the Ladies Auxiliary make all meals. Use of kitchen does not include dishes, silverware, pots or dishwasher; keep warm or cold amenities only.**

I agree to the condition as outlined above and included in the attached information sheets:

Applicant: _____ Date: _____

Branch Representative: _____ Date: _____

Notes: Any special requirements, please list here: _____

White: Customer Copy

Yellow: Branch Copy

Pink: LA Copy

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Rental Rates: (Fees paid by cash or cheque only)

Main Banquet Hall:

\$250 main hall licensed function \$50 per hour or part thereof for a non-licensed function, i.e. no bar
\$100 for Bar Services – **will not be waived for any licensed function**
\$200 Security Deposit (returned if the hall is left in good condition) \$100 withheld for cancellation

Canteen Rental (only available on days the branch is not open) - \$75.00

Board Room Rental – \$75.00 Note – all licensed functions require a security deposit

A contract must be signed at the time of booking and fully paid two weeks prior to the function or the room will be deemed available. A \$200 deposit is due at time of booking

Registered Charitable group fund raiser – Legion bar only - no charge for hall rental

Any approval for the free use of the hall for any charitable group, or otherwise, must be decided by the Executive. All requests must be in writing. If the hall is provided free, a security deposit will still be required as above.

Corkage Fee: For special occasion permit only for wine brought in for dinner: \$5 per bottle. The bar must be closed when wine is on the tables and will reopen once wine is removed **unless** the renter has purchased the necessary \$20 license from the LCBO. This item conforms to LCBO regulations. A \$5 re-corking charge per bottle will apply if opened wine is to be transported from the hall to another location, i.e. home.

Your choice of wine may be ordered under the Legion's Liquor License. Two weeks' notice is requested. A Handling fee of \$10 per bottle will apply.

All Fees must be in advance of the rental.

Kitchen: Ladies Auxiliary to be the only caterer/ Meal prices and menus – provided by the Ladies Auxiliary and contact information included in their menus

\$50.00 use of the kitchen for a potluck for refrigeration and keep-warm oven use - no use of dishes, utensils, pots or dishwasher is allowed – note: potluck consists of persons bringing in their prepared foods made at home – caterers are not allowed for potluck rentals

No confetti is allowed at any time. If confetti is found to be in the hall, the damage deposit will not be returned.

We make every effort to ensure that we work with community groups to make their events as successful as possible by allowing extra set-up and teardown times when bookings allow but these allowances are dependent upon the demand for the hall.

Note: Members receive a 15% discount for any rental. It pays to belong!

Contact the Branch at 519-862-1240 to book your function or for any questions.