

## FACILITY RENTAL AGREEMENT

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All rental requests for the Main Hall will not be confirmed until the Legion receives a \$200.00 Damage/Cancellation cheque and the Facility Rental Agreement is signed by the Renter. For all Main Hall rentals, this Damage/Cancellation deposit payment of **\$200.00** is mandatory and is paid at the time of the completion of the rental agreement. This Rental/Cancellation deposit will be held if your event is cancelled by you 30 days before the event or if there is damage at the Legion as a result of your event. This deposit will be refunded to the applicant at the end of the event when the Renter and a Legion representative have inspected the facility.

Furthermore, the Renter is responsible for any damage in excess of the \$200.00 damage deposit. The full amount of the rental fee will be paid at the start of the event.

All rental requests for the Schofield and Mountbatten Rooms require the Renter to sign the Rental Agreement. Payment in full will be required at the start of the event in these two rooms.

If your event is open to the public and you are serving food, please contact the Haliburton, Kawartha, and Pine Ridge District Health Unit at 1-866-888-4577 to determine your responsibility. It is your responsibility to follow the public health guidelines and apply for a permit as directed by the Public Health Unit.

Confetti or similar substances are not permitted inside or outside the premises.

If the Renter is using the kitchen facilities, they must have a person who is familiar with the equipment and its operations or is available to come in for a training session. **You must provide your own paper towels, dish clothes, oven mitts, plastic wrap and foil.**

On completion of your rental, the Renter must:

- Leave the hall, room and/or kitchen facilities in a clean and presentable condition
- Remove all decorations, balloons etc. from the rented facilities
- Take down all tables and chairs (except if the setup charge was paid, then the Legion will do this).
- **RENTERS PRESENTLY CAN'T WAIVE THE SET UP FEE DUE TO THE NEED FOR EXTRA COVID CLEANING REQUIREMENTS BY THE CUSTODIAN**

The rules of the Legion will apply to all guests, if alcohol is being served:

- All alcoholic beverages are to be served by the Legion bar stewards only (no external Smart Serve personnel allowed)
- The Renter is responsible for the conduct of his/her guests at all times.



Royal Canadian Legion, Branch 129  
PO Box 129 Haliburton, ON K0M 1S0  
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**Updated September 4, 2021**

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- No alcoholic beverages are allowed in the lobby or beyond at any time and this will be strictly enforced by a Legion representative on duty at the door.
- Under-age persons may not purchase or consume any alcoholic beverages.

**NOTE: THE DAMAGE/CANCELLATION FEE IS NOT BEING ASKED FOR AT THE PRESENT TIME AS A DEPOSIT DUE TO ISSUES WITH THE CHANGING COVID RULES. FULL RENTAL FEE WILL BE PAID ON THE DAY OF THE EVENT OR PRIOR TO EVENT.**



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**INVOICE #** \_\_\_\_\_

Event date:	
Type of event:	
Hours of the event:	From: _____ To: _____
Set up date and time:	
Name of the organization	
Person in Charge:	
Billing address including PO Box #:	
Contact telephone #:	
Contact email address:	
Seating Layout:	
Number of people attending:	
Do you need background music	Yes          No
DJ or Band	Yes          NAME:
Do you need a freezer	Yes          No
Do you need ice?	Yes          No
Do you need projector:	Yes          No
Do you need screen	Yes          No
Do you need the PA system?	Yes          No
Do you need WiFi ? <b>Legion Wifi</b> <b>PW: HaliLegion719</b>	Yes          No
Do you know how to operate the equipment in the kitchen?	Yes          No          N/A
Renter Supplying wine: (1-750ml bottle for 4 guests)	Red: _____ White _____ N/A
Do you need the bar. <b>Note: Only Legion staff can run the bar)</b>	Yes          No          N/A
Is there a caterer or Ladies Auxiliary?	Caterer          Ladies Aux
Caterer email or telephone number	



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Is there a decorator?    Yes                  No	Name: Phone:
<b>Note: Renters are responsible for monitoring use of face masks, number of people, contact list and social distancing under the Public Health rules. Legion will provide a sanitizer table</b>	
<b>EVENT ADDED TO CALENDAR</b>	YES :                  DATE: _____
<b>AGREEMENT SIGNED:</b>	YES:                  DATE: _____
<b>DEPOSIT PAID</b>	YES:                  DATE: _____
<b>RENTAL FEE PAID: _____</b>	YES:                  DATE: _____



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	FEE
NAME OF THE ROOM RENTED _____ DATE: _____ TIME: _____	
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NAME OF THE ROOM RENTED _____ DATE: _____ TIME: _____	
\$100.00 Set-up and clean up fee for Main Hall (Required for the Main Hall to ensure sanitization methods as appropriate)	
Corkage Charge (\$18.00/bottle) if required	
A/V Rental (large screen and or projector) (\$50.00)	
HST (applied to all room rentals)	
TOTAL RENTAL FEES (Deposit due at time of rental and full rental on the day of the event)	
Rental Signature: _____	
Rental Manager Signature: _____	
Dated: _____	

## FACILITY RENTAL AGREEMENT

### **HALIBURTON LEGION FACILITY RENTAL FEES**

#### **RENTAL OF HALIBURTON LEGION'S MAIN HALL**

*Note all room rental rates do not include HST*

Events up to 188 dining seating (depends on seating design) or 240 for dance with bar, stage, sound system, wheelchair accessible, kitchen available for an added price.

#### **Rental Prices**

*Not for Profits will be given a 20% discount with proof of Not for Profit status*

Monday thru Thursday \$200.00 per event or with bar \$275.00

Friday: \$250.00 per event or with bar \$325.00

Saturday: \$400.00 or with bar \$475.00

*(Bar addition includes Bar Steward, Door Man and all bar supplies)*

#### **Additional Prices**

Corkage fee on patron's wine \$18.00/750ml bottle

Hall set-up & clean-up fee \$100.00

Damage Deposit (refunded after inspection) \$200.00

Audio Visual Rental Fee:

(projector, large screen, portable microphones, background music and lectern) \$50.00

#### **Additional Days for Set up**

Add another standard daily rental rate

#### **RENTAL OF HALIBURTON LEGION'S KITCHEN**

<b>Total use of kitchen:</b> (stoves, appliances, dishes, cutlery, dishwasher etc.)	<b>\$200.00</b>
<b>Use of dishes, cutlery, dishwasher only:</b>	<b>\$ 75.00</b>
<b>Use of kitchen counters only, coffee/tea urns and fridge</b>	<b>\$ 25.00</b>

*The rental of the kitchen includes bleach, dishwasher liquid and hand washing facilities.*

*Note: dish towels, paper towels, plastic wrap, foil and oven mitts are the responsibility of the renter*



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### **CLEAN UP:**

*It is the responsibility of the person renting the kitchen to leave it in a clean and tidy condition. Stoves and grills must be cleaned, dishwashers and strainers cleaned out and shut off, coffee pots emptied and rinsed out, slicer cleaned, dishes put away in their proper places, fans turned off, windows closed.*

### **RENTAL OF HALIBURTON LEGION'S MOUNTBATTEN ROOM**

Events up to 45 people, access to bar

#### **Rental Price**

\$25.00 per hour (minimum of 2 hours) or a daily rental rate of \$80.00 (whichever is the lesser cost)

### **RENTAL OF HALIBURTON LEGION'S SCHOFIELD ROOM**

Events up to 30 people, wheelchair accessible

#### **Rental Price**

\$25.00 per hour (minimum of 2 hours) or a daily rental rate of \$80.00 (whichever is the lesser cost)

### **RENTAL OF HALIBURTON LEGION'S CLUBROOM**

Events up to 120 people and only after Member's Clubroom hours Monday-Saturday 7pm and later with bar available, stage, use the pay for use sports equipment and PA system

#### **Rental Price**

\$200 per day