



**The Royal Canadian Legion  
Arnprior Branch 174**

49 Daniel St. N.  
Arnprior ON  
K7S 2K6

Phone (613) 623-4722  
Email: hall@arnpriorlegion.com  
Website: www.arnpriorlegion.com

## Hall Rental Agreement - Applicant Information

Date of Event:

Event Time: From:

Setup Time Required?

Event Time: To:

Yes: No: Time:

Organizer /Applicant's

Full Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Prov

Postal Code

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event / Description: \_\_\_\_\_

Venue Requested (Hall, Lounge, Meeting Room, etc.): \_\_\_\_\_

Number of guest to be in attendance :

**Services Required** (a separate quote will be provided):

Catering : \_\_\_\_\_ Bar Service, \$25/hours (no fee if sales are =>\$500) : \_\_\_\_\_

Coffee & Tea : \_\_\_\_\_

Hall Rental Fee: \$

Non Refundable Deposit: \$

Date Paid :

Balance Owing: \$

(due 14 days prior to event)

Security Deposit: \$

Security Required : Yes: \_\_\_\_\_ No: \_\_\_\_\_

Date Balance is Due: \_\_\_\_\_



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Date Balance is Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

Photo ID required: DL # \_\_\_\_\_



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### Hall Rental Agreement

The Royal Canadian Legion Branch 174, 49 Daniel Street North, Arnprior, Ontario hereafter known as The Legion will rent its hall subject to the following fees, terms, and conditions.

1. The person signing for the rental must be present throughout the entire event, remain sober, and is responsible for any damages that occur during the event.
2. The applicant agrees not to hold The Legion, its agents, and members responsible for any claims as a result of bodily injury or death to any person(s) or for damages to the property of others arising out of the applicant's use of The Legion's facilities.
3. The applicant agrees not to hold The Legion, its agents, and members responsible for any debt or other monetary obligations incurred by the applicant before, during or after the use of The Legion's facilities. The applicant also agrees to supply their own RAFFLE License, per the AGCO (Alcohol Gaming and Commissions of Ontario) rules, for all draws to take place during their event. A copy of the license must be presented to the Bar Steward.
4. The applicant shall comply with Federal, Provincial and Civic Laws. Children in the care of adults are welcome at Weddings, Anniversaries and Birthday parties, etc. **AGE OF MAJORITY ONLY AT STAGS and/or ENGAGEMENT PARTIES**
5. Security personnel (licensed) may be required at the expense of the applicant, for select events at the discretion of a Legion Executive. Security personnel must stay until all parties have vacated the premises.
6. The use of decorations and special effects not provided by the facility must comply with public safety and fire regulations and must be authorized in advance. NO confetti, candles, rice or sparkles allowed on or around The Legion's premises. All hanging of decorations, signs, paintings, etc, shall be done in a manner which will not injure or mark the ceilings, walls or floors and shall be removed immediately following the event.
7. The applicant shall comply with the direction given by The Legion President, The Legion Bar Steward, or a delegated member of the Executive. Positively no Alcoholic or Non-Alcoholic beverages will be allowed on The Legion property outside the rented hall. If this condition is breached, the bar will be closed, and the hall will be vacated. Rental fee and security deposit will not be reimbursed.
8. The applicant shall be responsible for enforcing the Community Hall capacity.
9. The Legion will not be responsible for articles brought to the facility for the use of the applicant or participants. This includes any food items that are supplied by the applicant. The applicant shall ensure the removal of all such belongings at the termination of the event.
10. All bar proceeds will remain with The Legion Branch 174.
11. Member Discount - The person renting the hall for a direct relative (father, mother, brother, sister, son, daughter or grandparent) must be a current member of Branch 174 in good standing for a minimum of one year and must be in attendance for the entire event.
12. **Cancellation:** The Legion President or delegated agent may at any time, cancel this rental agreement for any of the following instances:
  - a. Where there is evidence of violence or verbal abuse being committed by the applicant or participants during the event.
  - b. The rental contract was secured by misrepresentation or transferred without authority.
  - c. The facility is or will not be used for any other purposes than those set out in the agreement.
  - d. Where there has been a breach or regulations posted in the facility or the terms and conditions set out herein.
  - e. The facility requires emergency or technical repairs.
13. **Damages**
  - a. Where the facility has been damaged or left in a state of disrepair or items are missing, the security deposit shall be forfeited by the applicant.
  - b. If the damages or disrepair exceed the damage deposit all costs will become the responsibility of the applicant. If the applicant fails to respond within an agreed time, The Legion will recover costs through legal channels.

\_\_\_\_\_  
Signature of Applicant

Date:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Legion Agent

Date:

\_\_\_\_\_  
Print Name