



No. 71 - High River Branch
25 Veterans Way (8th Avenue SE), T1V 1E8
Phone 403-652-3723 Email rcl71@rcl71.ca
Website: www.rcl71.ca

Facility Event Booking Information

Event/Party Name: _____

Date of Function: _____ Guarantee Date: _____

Contact Person: _____ Contact person phone: _____

Contact Person Address: _____

Number of Attendees: _____ (Number of Adults) _____ (Children) _____

FACILITY REQUIREMENTS:

Hours required: Start: _____ Meal Time: _____ Finish: _____

Tables: Type Round: _____ Rectangular: _____ Seats per table: _____

Head Table: ☐ Yes: ☐ No: Seats per table: _____

Gift Card Table: ☐ Yes: ☐ No:

Tablecloths: ☐ Yes: ☐ No: ☐ Plastic _____ ☐ Cloth _____

The charge for tablecloths will be confirmed when price is requested.

FOOD REQUIREMENTS:

Food Service required: ☐ Yes: ☐ No

Type of Service: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Light Meal ☐ Cold Plate

MENU DETAILS (i.e.: specialized and/or dietary requirements): Price per person _____

BAR SERVICE: Bar Service Required @ \$20.00 per hour per bartender (non-regular hours) ☐ Yes ☐ No

Time Required: Start: _____ Finish: _____ Total time: _____

AUDIO VISUALS and ACCESSORIES:

Sound System Required ☐ Yes ☐ No

Projector and Screen ☐ Yes ☐ No

Portable Wall ☐ Open ☐ Closed

TABLES & SEATING:

Type of table preference Round (can seat 6): ☐ Yes: ☐ No: Total (tables)_____

Rectangular (can seat 6): ☐ Yes: ☐ No: Total (tables)_____

(when completing this booking form, please identify location of tables and chairs on attached floor plan)

Tables Set-up By: Legion Staff: ☐ Yes ☐ No Set-up Time: _____

Client: ☐ Yes ☐ No Set-up Time: _____

FACILITY RENTAL FEES (as of January 2020):

Hall Rental – Morning 8 -12 noon	\$125.00 (+GST)	_____
Afternoon - Noon – 5 p.m	\$125.00 (+GST)	_____
Morning & Afternoon – 8 a.m. – 5 p.m.	\$200.00 (+GST)	_____
Evening – 5 p.m. – 2 a.m.	\$250.00 (+GST)	_____
Afternoon & Evening-12 noon – 2 a.m.	\$300.00 (+GST)	_____
Complete Day – 8 a.m. – 2 a.m.	\$350.00 (+GST)	_____

DEPOSIT: 50% of rental and food is required to guarantee date, within 2 weeks of booking

Deposit paid by: chq/cash_____CC_____Interact_____ Receipt Invoice # _____

Cheque payable to – Royal Canadian Legion #71 – RCL 71.

Refund Policy: A 100% refund will apply when Branch #71 is notified 8 days prior to the event date.

When the client chooses to cancel within 7 days of the event date there will be **NO REFUND** granted.

NOTE: When event must be cancelled due to Health Regulation e.g.: Covid-19 and within the 7 days of the event there will be a **50% refund only**.

Damage Deposit: A damage deposit of \$100.00 is required depending on the type of event. The charge will be refunded in whole or in part depending on the condition of premises. Cost of repairs for any damage over the amount of the damage deposit, will be charged to the Convener.

Guarantee: To ensure that the Client is fully satisfied. The Client shall advise of the final headcount, no later than five (5) days prior to the event. If additional persons show up on the day of the event, the Client must be prepared for the possible consequences, i.e.: not enough seating or food. Full payment is due 5 days prior to the actual event.

Decorating the room: Decorating is the responsibility of the Convener. No scotch tape or pins can be used to hang decorations. A gummy substance that does not leave residue nor lifts paint can be used. All decorations must be taken down immediately after the event.

Catering: It will be the management of **The Kitchen** who will supply the Client with pricing of any event catering related expenses. Likewise, it will be that same management who will advise of pricing for any specialized and/or dietary foods, as well as the availability of such foods.

Health and AGLC requirement state that no outside food or drinks are allowed on the premises.

Event Booking Cost

Services Provided

Cost

Hall Rental-----	_____
Tablecloths-----	_____
Catering (per Legion Caterer)-----	_____
Bar Service-----	_____
Other-----	_____
	Sub Total _____
50% confirmation deposit due 2 weeks after booking _____	
	GST _____
	Damage Deposit _____
	Total Due _____
	Less 50% confirmation deposit _____
	Total due 5 days prior to event _____

Note: Damage Deposit of \$100.00 due 5 Days prior to event and will be refunded 48 hours after event.

SIGNATURE OF CONVENER: _____

LEGION REPRESENTATIVE: _____

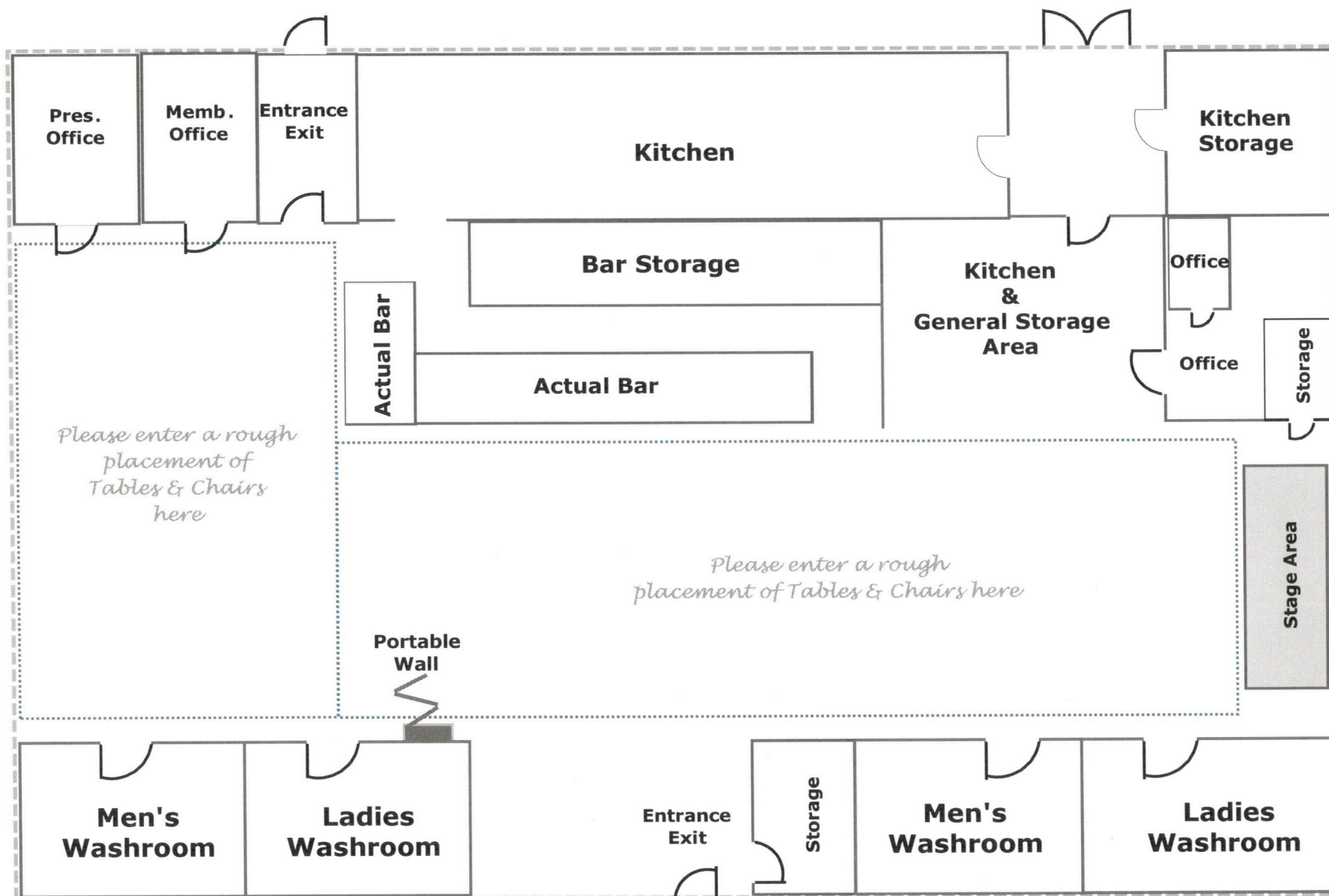
DATE: _____

*Upon completion of this document, a copy will be given to **our Caterer** for their files.*



Royal Canadian Legion
High River, Branch 71

Building Floor Plan



Note: This Floor Plan is NOT to scale

Prepared by: Keith W. Bailey