



**Royal Canadian Legion- High River Branch 71**  
 25 Veterans Way (8<sup>th</sup> Avenue SE), T1V 1E8  
 Phone 403-652-3723 Email [rcl71@rcl71.ca](mailto:rcl71@rcl71.ca)  
 Website: [www.rcl71.ca](http://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 \_\_\_\_\_

**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: \_\_\_\_\_

(If a large crowd is expected please use extra bar service)

**AUDIO VISUALS and ACCESSORIES:**

Sound System Required  Yes  No

Projector and Screen  Yes  No

Portable Wall  Open  Closed





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## Event Booking Cost

| <b>Services Provided</b>  | <b>Cost</b>  |
|---|--------------|
| Hall Rental-----  | _____        |
| Catering (per Legion Caterer) -----                               | _____        |
| Coffee/tea - \$75.00-----   | _____        |
| Other (Bartender) -----   | _____        |
| Sub Total   | _____        |
| Confirmation deposit due 2 weeks after booking (50% of sub total) | _____        |
| GST   | _____        |
| Damage Deposit  | _____        |
| Bar Service   | _____        |
| Total Due   | _____        |
| Less 50% confirmation deposit                                     | _____        |
| Total due 5 days prior to event                                   | _____        |
| Payment   | _____        |
| Total Due   | _____        |
| Refund  | _____        |
| Date Refunded & Cheque #  | _____        |
| Payment   | _____        |
| <b>Total Due</b>  | <b>_____</b> |

Cheque payable to – Royal Canadian Legion 71 – RCL 71

E-Transfer – [accounting@rcl71.ca](mailto:accounting@rcl71.ca)

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

Event Name \_\_\_\_\_ Date of Function: \_\_\_\_\_

SIGNATURE OF CLIENT: \_\_\_\_\_ LEGION REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Upon completion of this document, a copy will be given to Client.*

# ROYAL CANADIAN LEGION BUILDING FLOOR PLAN

