

Royal Canadian Legion- High River Branch 71 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	e:			
Contact Person:			Contact Persor	Contact Person Phone:			
Contact Person Addr	ess:						
Number of Attendee	s:		(Number of A	dults)(Children)			
FACILITY REQUI	REMENTS	:					
Hours required:	Start:		_Meal Time:	Finish:			
Tables: Type	Round:		_Rectangular:	Seats per table:			
Head Table:	☐ Yes:	□ No:	Seats per table	<u>:</u>			
Gift Card Table:	☐ Yes:	□ No:					
Tablecloths:	☐ Yes:	□ No:	☐ Plastic	Cloth			
FOOD REQUIREN	MENTS:						
Food Service require	ed:	Yes:	□ No				
Type of Service:	☐ Breakfast		unch Dinner	☐ Light Meal ☐ Cold	d Plate		
MENU DETAILS (i.e.: specializ	ed and/or o	dietary requirements):	Price per person			
BAR SERVICE: B	ar Service R	equired @ \$	\$20.00 per hour per bartende	r (non-regular hours)	□ No		
Time Required:	Start:		Finish:	Total time:			
(If a large crowd is expected	please use extra ba	r service)					
AUDIO VISUALS	and ACCES	SORIES:					
Sound System Re	quired 🗆 🗅	Yes	□ No				
Projector and Screen	een 🗆 🗅	Yes	□ No				
Portable Wall		Open	□ Closed				

TABLES & SEATING:

Type of table prefere	ence	Round (can	seat 6):	□ Yes	i: [□ No:	Total (tables	s)
		Rectangular	(can seat 6)): □ Yes	:: [□ No:	Total (tables	s)
		Table cloths	3	□ Yes	ı: [□ No:	Total (cloths	s)
When completing	ig this bo	ooking form,	please iden	tify location o	of tables a	nd chair	rs on attached fl	oor plan.
Tables Set-up By:	Legion	Staff:	□ Yes	□ No	Set-up	Time: _		_
	Client:	[□ Yes	□ No	Set-up	Time: _		
Are Ceremonial Flags required? ☐ Yes			□ Yes	□ No	Set-up	Time: _		

FACILITY RENTAL FEES (as of May 2023):

For funerals or celebration of life functions RCL 71 Veteran members will not pay a facility fee.

Members of RCL 71 will pay 50% of facility rental fee for all events.

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

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- and within 5 days of the event there will be a **50% refund only**.

Damage Deposit: A damage deposit of \$100.00 is required. The deposit will be refunded 48 hours after the event 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 Client.

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 and there will be an additional cost per person. Full payment is due on day of actual event.

Decorating: Decorating is the responsibility of the Client. 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.

Any outside food & drink must be approved by events co-ordinator.



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Event Booking Cost

Services Provided		Cost	
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 #		
Cheque payable to – Royal Canadian Legion 71 – RCL 71	Payment		
E-Transfer – accounting@rcl71.ca	Total Due		
Note: Damage Deposit of \$100.00 due 5 days	s 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

