

Royal Canadian Legion Branch 109

Room Rental Agreement (Fixed Term)

This Rental Agreement is made on this ____ day of _____, 20 __, between:

Lessor:

Royal Canadian Legion Branch 109 (the “Legion”)
56 Kingston Street, Goderich, ON N7A 3K4

Lessee (Renter):

Name: _____

Organization (if applicable): _____

Address: _____

Phone: _____ Email: _____

1. Premises

The Legion agrees to rent to the Lessee the following space (check one):

Jubilee Hall (Upper Hall) – Base hall rental starting at **\$350.00 + HST**(see Schedule A)
- **Member pricing:** Members receive a 20% discount off the applicable base hall rental rate
- **Deposit: \$175.00** (due upon booking; applied to final invoice; non-refundable if cancelled with less than 72 hours notice)

- **Bartending Services:** \$25.00 + HST/Hr
- Additional bartenders: As required by attendance
- **Flat-rate concierge add-ons (if requested):**
 - Stage setup & tear-down: \$100.00 + HST
 - Custom room setup: \$50.00 + HST
 - Early access: \$50.00 + HST
 - AV setup: \$25.00 + HST
 - Kitchen use: \$150.00 + HST
- Bar revenue share: 20% applies only when bar sales exceed \$1,500; 20% discount, maximum \$350.00
- Sgt-at-Arms (when required): \$25.00/hr + HST

Main Club Room (Back Room Only) – \$100.00 + HST

- Available 2 PM to 4 PM
- The remainder of the Club Room will remain open to patrons

Lower Level

- Lower Lounge: \$75.00 + HST
- Games Lounge: \$75.00 + HST
- Entire Lower Level: \$150.00 + HST

2. Term

The rental is for a fixed period:

Date(s): _____

Hours of Use: From _____ to _____

3. Rental Fee & Payment

- Rental fee per Section 1 above and (if applicable) Schedule A.
- A signed rental contract and deposit are required for all bookings in advance.
- The deposit will be deducted from the final billing. If the booking is cancelled with less than 72 hours notice, the deposit is non-refundable.
- Balance of rental fees is due on or before the event day, by cash or cheque only unless otherwise agreed in writing.
- Member pricing: Members receive a 20% discount off the applicable base hall rental rate.

4. Conditions of Use

1. The Lessee shall comply with all federal, provincial, municipal, and Legion regulations.
2. The Lessee is responsible for the conduct of all attendees.
3. No activities that contravene the Liquor Licence and Control Act or Legion bylaws are permitted.
4. The Lessee shall not nail, tape, or otherwise damage Legion property.
5. All decorations, equipment, and belongings must be removed immediately after the event unless otherwise agreed.

5. Liability & Insurance

- The Lessee assumes all responsibility for personal injury, property damage, or loss during the rental period.
- The Lessee shall indemnify and hold harmless the Legion, its members, and volunteers from any claims arising out of the rental.
- Proof of liability insurance may be required, naming Royal Canadian Legion Branch 109 as additional insured.

6. Bar & Catering

- The bar is managed solely by the Legion.
- No outside alcohol is permitted unless specifically approved in writing by the Legion and permitted under AGCO rules.
- Staffing: Sgt-at-Arms and/or bartenders may be required depending on event type and attendance (rates per Schedule A).
- All alcohol services must comply with Legion and AGCO rules.
- Party Alcohol Liability Policy: Not required for a Legion-served bar; required for any approved external alcohol or special circumstances (confirmed at booking).
- Bar revenue share/discount: 20% applies only when bar sales exceed \$1,500; 20% discount, maximum \$350.00.
- Catering arrangements must be pre-approved by the Legion.

7. Termination

The Legion reserves the right to cancel this agreement and refund rental fees if the premises are required for Legion purposes, or if the Lessee breaches the terms of this agreement.

8. Signatures

For the Legion

Name: _____

Title: _____

Signature: _____

Date: _____

For the Lessee

Name: _____

Organization: _____

Signature: _____

Date: _____

9. Kitchen Use

- The kitchen facilities at Branch 109 are not available for use unless the Lessee has paid the kitchen rental fee of \$150.00 + HST.
 - Unauthorized use of the kitchen is strictly prohibited.
 - If the kitchen is rented, it must be left in a clean and orderly condition, with all dishes, utensils, and appliances properly cleaned and returned. Please refer to the posting in the Kitchen located on the freezer.
- Failure to comply may result in additional cleaning charges or loss of deposit.

Schedule A – Jubilee Hall Rental Rates (Quick Pricing Sheet)

Base Hall Rental: Starting at \$350.00 (base rate). Member pricing: 20% discount off the applicable base hall rental rate. Contracts & deposits: a signed rental contract and deposit are required for all bookings in advance. The deposit will be deducted from the final billing, but is non-refundable for any booking cancelled with less than 72 hours notice.

| Category | Base Rate / Notes |
|--------------------------|---|
| Bereavements | Members: \$150.00 Non-Members: \$200.00 |
| Not-for-Profit Events | Discounted base rate (approved organizations only) |
| General / Private Events | Base rate + applicable add-ons |
| Weddings | Base package includes standard setup + required Sgt-at-Arms + defined access window |

Flat-Rate Concierge Add-Ons

| Add-on | Fee |
|-------------------------|----------------|
| Stage setup & tear-down | \$100.00 + HST |
| Custom room setup | \$50.00 + HST |
| Early access | \$50.00 + HST |
| AV setup | \$25.00 + HST |
| Kitchen use | \$150.00 + HST |

Staffing

| Item | Rate |
|-----------------------------|---------------------------|
| Sgt-at-Arms (when required) | \$25.00/hour + HST |
| Bartending Services | \$25.00/hour + HST |
| Additional bartenders | As required by attendance |

Bar Revenue Share

- 20% applies only when bar sales exceed \$1,500.
- 20% discount, maximum \$350.00

Additional Notes

- Cleaning/reset: \$25/hr only if end-of-event expectations are not met or extra labour is required.
- Party Alcohol Liability Policy: Not required for Legion-served bar; required for approved external alcohol/special circumstances (confirmed at booking).
- High-risk events may require off-duty police security and/or a damage deposit based on event assessment.