



# ROYAL CANADIAN LEGION

Milton Westley (Ontario Branch 426)  
PO Box 245, Newmarket, ON L3Y 4X1

Legion booker: \_\_\_\_\_

## HALL RENTAL AGREEMENT

OCCASION: \_\_\_\_\_

TIME: \_\_\_\_\_

PARTY IN CHARGE: \_\_\_\_\_

DAY: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# ATTENDING: \_\_\_\_\_

COSTS	Eaton Hall: \$		Lounge: \$	RENTAL \$
				\$

Kitchen: \$ \_\_\_\_\_

**A/V Media:**  
Media deposit (refundable): \$ 200.00 \$ \_\_\_\_\_

Table Cloths: Each \$ \_\_\_\_ x # \_\_\_\_ = \$ \_\_\_\_\_

Barbeque: \_\_\_\_\_ \$ \_\_\_\_\_

SOCAN (Eaton Hall - \$59.17 Lounge \$41.13) \$ \_\_\_\_\_

EQUIPMENT TOTAL >>>>>>>>>>>>>>> \$ \_\_\_\_\_ >>>>>>>>>>>>>>> \$ \_\_\_\_\_

HST @ 13% \$ \_\_\_\_\_

BARTENDER \$ \_\_\_\_\_ PER HOUR X \_\_\_\_\_ HRS \$ \_\_\_\_\_

LEGION BARTENDERS ONLY

SubTotal \$ \_\_\_\_\_

(Refundable **30 days** after event) DAMAGE DEPOSIT \$ \_\_\_\_\_

(IF APPLICABLE) CORKAGE FEE \$ \_\_\_\_\_

**TOTAL OWING** \$ \_\_\_\_\_

BAR YES \_\_\_ NO \_\_\_

TABLE CLOTHS YES \_\_\_ NO \_\_\_

BANQUET SET UP: # OF BUFFET TABLES: \_\_\_\_\_  
# @ HEAD TABLE: \_\_\_\_\_

KIND OF WINE: \_\_\_\_\_  
# OF BOTTLES: \_\_\_\_\_

USE OF KITCHEN FACILITIES INCLUDING COFFEE PERCOLATOR? YES \_\_\_ NO \_\_\_

COFFEE PERCOLATOR ONLY? YES \_\_\_ NO \_\_\_

This contract constitutes an agreement to rent the premises above for your forthcoming function. **A deposit of \$\_\_\_\_\_ NON-REFUNDABLE**

Please sign two copies and return within 15 days of receipt or the contract will be **VOID**.

**FINAL PAYMENT DUE 30 DAYS BEFORE EVENT .**

**THIS CONTRACT IS BINDING**

Signature of party in charge: \_\_\_\_\_