

THE ROYAL CANADIAN LEGION
Auclair Branch 121
318, rue Connaught
Otterburn Park, Québec
J3H 1J1
Tel. (450) 467-0881



Royal Canadian Legion Terms & Conditions Agreement

1. During hall rentals, (private rentals or legion events) members of the legion or veterans cannot be denied entrance to the building during regular opening hours.
2. The maximum occupancy allowed in the hall is 100.
3. The applicant must comply with all applicable federal, provincial, and municipal laws and regulations related to the use of the establishment. The applicant is required to observe the noise restriction in effect as of 11:00 p.m. and must ensure that all events conclude no later than 12:00 a.m.
4. All activities must remain in the mission, objectives, and/or interests of the Royal Canadian Legion of Otterburn Park, Branch 121.
5. The Legion reserves the right to refuse any application, and/or terminate any contract (even if signed) at any time if the applicant violates Legion rules and/or license restrictions.
6. The applicant is responsible for the hall during the period(s) of time agreed on the rental application form and is strictly prohibited from attaching any decorations to the woodwork surrounding the bar.
7. If during your rental any damage occurs to the premises or any of the Legion's equipment, the applicant will be responsible to replace or repair that damage, **at his own cost**.
8. The legion member(s) present during the event has the right to refuse prolongation of the time agreed upon on the rental form and has the right to ask the applicants to leave the premises. However, the applicant has the right to ask the member(s) to prolong the time of the event and pay the additional fees indicated on the application form providing the extension is no later than 1a.m.
9. The applicant has the responsibility to setup the hall tables and chairs and take down these tables and chairs. Hours allocated to set up and clean up before and after the rental will be added to the rental contract as chargeable hours. No bartender fees will be charged from 4pm to 7pm the Legion is open to member daily during these hours.

10. Absolutely no glitter, confetti, open candles smoke or fog machines are permitted in the legion at any time.
11. The use of the kitchen inventory will be as follows:
 - Fridge for food storage
 - Cutlery, dishes, and glasses
 - Kettles and coffee makers
12. All cutlery, dishes and glasses must be cleaned and put away after use. Under NO circumstance will the renters be allowed to operate stove unless certified legion members are present.
13. The rented area(s) and kitchen must be cleaned and returned to same condition as it was upon the applicant's arrival.
14. No food may be left in the hall after your event. Please ensure that all food items are removed from the premises at the end of your rental period.
15. Should the applicant be bringing a DJ (or a band) they must setup at the fireplace end of the Legion Hall. The music must be kept to reasonable volume levels as per municipal law. The member has the right to ask to lower the volume as the Legion is located in a residential area. If the applicant wants to open the windows, the volume of music heard outdoors must be taken into consideration.

Licensed Bar - All alcohol, beer, wine, soft drinks, and others available refreshment, must be purchased over the bar. Absolutely no alcoholic and/or stocked non-alcoholic beverages are permitted inside or outside of the premises. Any violation can result in the individual being asked to leave. Repeat offences will result in the immediate termination of the event and the applicant will be asked to vacate the premises. (Non-refunded).

- The applicant must indicate when he/she will need the bar to be available (Opened).
 - The Legion (bartender or member) at their discretion, has the right to refuse service to any individual.
 - Intoxicated individual may be asked to leave the premises
 - The applicant is responsible for the conduct of their guests.
16. Rental Fees can be paid by cheque to "RCL Auclair 121" or by Etransfer to treasurer318@gmail.com
 - A 50% deposit (30% non-refundable if you cancel) is required at the time the agreement is signed.
 - The balance of the fee dated 10 days before the rental date.

17. The legion shall not be responsible or liable for,
- Theft or loss by the applicant or guests.
 - Any personal injury(s) while on the premises.
 - Any damage to any personal property belonging to the applicant or the applicant's guests
 - Problems resulting from any food prepared by a certified caterer and /or food prepared by the applicant.

18. Children
- 12 years of age and under **will not be allowed** to enter the Legion unless for a family event or activity.
 - 12- 17 **must be** accompanied by an adult

The legion will not be held liable for any injuries attained by unattended children.

19. At no time shall the logo of the Royal Canadian Legion, Auclair Branch 121, be hidden, covered, or removed.

Both parties have read and agreed to the above terms.

In witness, both parties have read and agreed to the above terms.

Signed at: Otterburn Park, on: _____

Applicant: _____

Legion Rep: _____