

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



### Royal Canadian Legion Rental Conditions Non-Member 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 applicant must conform to federal, provincial, and/or municipal laws related to the establishment. All activities must remain in the mission, objectives, and/or interests of the Royal Canadian Legion of Otterburn Park, Branch 121.
3. 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.
4. The applicant is responsible for the hall during the period(s) of time agreed on the rental application form.
5. 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**.
6. 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.
7. The applicant has the responsibility to setup the hall tables and chairs and to inform the Legion how they would like to set it up and for what time they will need to set up. For security reasons, a Legion representative must be present when the tables and chairs are being setup.
8. The use of the kitchen inventory will be as follows:
  - Fridge for food storage
  - Cutlery, dishes, and glasses
  - Kettles and coffee makers
9. All cutlery, dishes and glasses must be cleaned and put away after use. **Under NO circumstance will the renters be allowed to operate stove.**

10. The rented area(s) and kitchen must be cleaned and returned to same condition as it was upon the applicant's arrival.
11. 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, must be purchased over the bar. Absolutely no other beverages (alcoholic and/or non-alcoholic) 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 on the application form the hours that the Bar is to be available (opened).

12. Rental Fees can be paid by cheque to "RCL Auclair 121" or by Etransfer to [treasurer318@gmail.com](mailto:treasurer318@gmail.com)
  - 30% non-refundable deposit of the rental fee at the time the agreement is signed.
  - The balance of the fee dated 10 days before the rental date.
13. **Cancellation** of rentals must be made 10 days before rental date. Otherwise, the applicant will lose his/her deposit and reservation.
14. 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. All caterers must provide proof of MAPAQ food safety training.
15. **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.**

16. Ice Rentals note that Curlers must wear protective head gear and clean running shoes or curling shoes while on the ice.

17. **When Invoked** - all members and guests must follow Covid-19 rules and it will be the responsibility of the applicant to ensure the rules are followed.

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

19. In witness, both parties have read and agreed to the above terms. Signed at:

Otterburn Park, on: \_\_\_\_\_

Applicant: \_\_\_\_\_

Legion Rep: \_\_\_\_\_