



**STEINBACH BRANCH 190**  
294 LUMBER AVE. STEINBACH, MB R5G 0E8

## HALL RENTAL

**TYPE OF FUNCTION:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DATE OF RENTAL:** \_\_\_\_\_ **TIME: start** \_\_\_\_\_ **end** \_\_\_\_\_

**NUMBER OF GUESTS:** \_\_\_\_\_

**SET UP DETAILS** \_\_\_\_\_

<b>MAIN HALL RENTAL</b>		
<i>Includes sound system, tables, chairs, Wi-Fi, projector use and clean up.</i>		
<50 people eg. Showers, birthdays, small family gatherings....	\$350	
>50 people eg. Wedding, banquets....	\$450	
Set up (tables and chairs)	\$100	
<b>BOARDROOM</b>		
Maximum 20 people		
< 4 hours	\$45	
> 4 hours	\$75	
<b>CLASSROOM</b>		
Maximum 30 People		
< 4 hours	\$45	
> 4Hours	\$75	
<b>KITCHEN</b>		
Warming kitchen (walk in cooler, microwave, coffee makers)	\$50	
Kitchen Only (stoves, pots, walk in cooler, dishwasher)	\$75	
Full Kitchen (all above and dishware, Glassware, cookware, cutlery, etc.)	\$200	
<b>Steinbach Legion Member and/or Ladies auxiliary discount</b>		
<b>(hall and kitchen only setup not included)</b>	<b>25%</b>	
<b>BAR SERVICE</b>		
Bartenders for 6 hours (2 bartenders for <75, 3 bartenders for >75)	____X\$50	
>6 hours additional charge of \$10 each/hour per bartender ____ hours x \$ ____		
Corkage Fees \$3.00/person (includes cups, pop, ice & orange juice)	____X \$3	
<b>BAR CLOSSES AT 12:30AM</b>		
<b>TOTAL</b>		

<b>PAYMENT</b>	Rental Deposit -50% of total due at time of booking	
	Balance- Due 2 weeks before function	
	Damage Deposit –refundable after event if no damage \$100	
	Damaged deposit returned	



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### **Terms and Conditions**

#### **PREMISES**

The maximum number of people allowed in the Banquet Hall shall not exceed 180 occupants for receptions, dances or presentations.

Smoking is not permitted anywhere within the building.

Any infraction of building rules or regulations will result in immediate cancellation of Rental Agreement. Injury, damage and/or loss of personal property will be the responsibility of the Lessee.

Alcohol may only be consumed on the premises if the Lessee has an approved permit from the Liquor and Gaming Authority of Manitoba.

Parking in the SCU parking spots during their operating hours is not permissible and vehicle may be towed at owners expense-public parking is available across the street at the arena

Please make a timely exit from building to not exceed 30 minutes of contracted time in rental agreement. Extra charges may be applied for overage time.

#### **RENTAL FEE / DEPOSIT**

50% of total rental amount and damage deposit must be paid at time of Agreement submission.

The refundable Damage Deposit and 50% of total rental must be given to the Legion representative upon signing and submitting this agreement.

At the conclusion of the contracted function, the premises will be inspected, and if no loss and/or damage has occurred, the tables and chairs put back to original configuration, tables cleared and garbage removed, kitchen and equipment left in condition it was found, and decorations taken down the damage deposit will be returned.

The Royal Canadian Legion reserves the right to deduct monetary compensation from the deposit for any excess cleaning required, loss and/or damage to the premises and invoice lessee for damages in excess of the deposit.

**Anyone Caught Climbing, Sitting, And/ Or Playing on Stacked Chairs will Automatically Lose Their Damage Deposit.**

#### **CANCELLATION OF BOOKING**

Written notice of cancellation submitted to Legion thirty (30) days or more prior to the function will receive full refund of deposit.

Written notice of cancellation submitted to Legion less than thirty (30) days prior to the function will receive 50% refund of deposit.

Damage deposit will be refunded with cancellation

By signing below, I acknowledge that have read and agree to the Terms and Conditions as stipulated on both sides of this agreement.

Signature of Lessee: \_\_\_\_\_

Name of Lessee (please print)\_\_\_\_\_