



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

HALL RENTAL

TYPE OF FUNCTION: _____

CONTACT NAME: _____

PHONE: _____ **EMAIL:** _____

MAILING ADDRESS: _____

DATE OF RENTAL: _____ **TIME: start** _____ **end** _____

NUMBER OF GUESTS: _____

SET UP DETAILS: _____

MAIN HALL RENTAL		
<i>Includes sound system, tables, chairs, Wi-Fi, projector use and clean up.</i>		
<50 people eg. Showers, birthdays, small family gatherings....	\$375	
>50 people eg. Wedding, banquets....	\$475	
Set up (tables and chairs)	\$100	
BOARDROOM		
Maximum 20 people		
< 4 hours	\$50	
> 4 hours	\$80	
CLASSROOM		
Maximum 30 people		
< 4 hours	\$50	
> 4Hours	\$80	
OFFICE		
Maximum 4 people		
	\$40	
KITCHEN		
Warming kitchen (walk in cooler, microwave, coffee makers)	\$60	
Kitchen Only (stoves, pots, walk in cooler, dishwasher)	\$80	
Full Kitchen (all above and dishware, Glassware, cookware, cutlery, etc.)	\$225	
Steinbach Legion Member and/or Ladies auxiliary discount		
(hall and kitchen only setup not included)	25%	
BAR SERVICE		
Bartenders for 6 hours (2 bartenders for <75, 3 bartenders for >75)	____ X\$75	
>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	
BAR CLOSSES AT 12:30AM		
TOTAL		\$

PAYMENT	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	

Effective January 1, 2020



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OUR MISSION

Our mission is to serve Veterans, including serving military and RCMP members and their families, to promote Remembrance, and to serve our communities and our country.

The Royal Canadian Legion does not support or tolerate any group or organization whose views or actions are contrary to our values and those of our country. As such, no Branch or Command within the Legion may affiliate itself in any manner whatsoever with a group or organization that promotes or is known to promote hatred or violence due to ethnicity, religion, gender, sexual orientation or any other social determinant. This also applies to Legion support of groups affiliated with organizations that espouse hostility.

Therefore, the RCL Branch 190 – Steinbach, reserves the right to deny and/or cancel any booking, without notice, that contravenes or appears to contravene the above Mission and statements.

Terms and Conditions

PREMISES

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

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. Smoking is not permitted anywhere within the building nor within 15 feet of any exit.

Parking in the SCU parking spots during their operating hours is not permissible and vehicles 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

The refundable Damage Deposit and 50% of total rental must be given to the Legion representative upon signing and submitting this agreement, unless other arrangements are made.

At the conclusion of the contracted function, the premises will be inspected, and if no loss and/or damage has occurred, tables cleared and wiped, 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, 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) _____