



Hants Co. Legion Branch 09

35 Empire Lane, Windsor, NS B0N 2T0

(902) 798-2031

www.windsorlegion.ca

FACILITY BOOKING AGREEMENT

Today`s Date: _____ / _____ / _____

Please be advised that Events will not be reserved until the down payment and the application is received 30 days in advance. Also, be advised that the total rental fee for the Hall must be received 7 days prior to the event. If not, RCL will exercise the right to cancel your rental altogether and rent to others that request the Hall. Furthermore, final coordination for the event must take place 48-72 hours prior to the event to ensure details of the Hall use and that both parties understand arrangements. Lastly, the renter must adhere to all RCL policies and rules. Questions may be directed to the Building Manager,

Date of Event: _____ Time: from _____ to _____

Type of Event: Social Wedding Fundraising Other _____

Number of Guests Expected to be in Attendance: _____ Underage Guests Attending: _____

Catering Services Requested: Yes No

Kitchen Facilities Requested: Yes No
(Kitchen rental fees will apply for use by persons other than RCL staff)

Bar Facilities Requested: Yes* No

*If yes: Open time: _____ am/pm Close Time: _____ am/pm (11:00am to 1:00am) Extra \$100.00 for bar service until 2:00am.

Special requests for the bar: Liquor: _____ Beer: _____ Coolers: _____ Wine: _____

Other: _____ (Extra costs for special requests, not all requests may be possible)

Will you be providing your own Napkins? Yes No

Will you require Wine for your Guests? Yes No

* A \$10 Corkage Fee will be charged per bottle for supplied wine.

Special Requests for Bar or Setup _____

Name of Person(s) in Charge of the Event: _____

Address: _____ City: _____ PC: _____

Phone: (Day): _____ (Evening) _____

Applicant Signature: _____ Legion Signature: _____

