

## ROYAL CANADIAN LEGION BRANCH 632 – HALL RENTAL INFORMATION

**Upper Level -** Approximately – 60 people (maybe 70 depending on function)

Room attached to members lounge and only available after 5:00 pm on Saturday and 2:00 pm Sunday - negotiable

No children under 16 are permitted to use the pool tables or shuffle boards

Payment for bartender \$18.00/hour required after 7:00 pm and after 6:00 pm on Sunday

Decorations must be removed when event finished and cleaned by lessee or you can pay an additional \$100.00 for a cleanup fee. All furnishings must be returned to their original position.

**Weekend – Cost: \$425.00 + 55.25 (hst) (Friday not available - Saturday only) = \$480.25**

**Weekday – Cost: \$175.00 + 22.75 (hst) (Sunday to Thursday) = \$197.75**

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**Lower Level – Full -** Approximately – 100 – 200 people (150 sit down meal comfortably)

**Mandatory charges for bartenders for lower hall** - \$18.00/hr – minimum of 4 hours – over 100 people require 2 bartenders, over 200 people require an additional bus person.

Set-up and Clean-up done by our cleaner - \$100.00

**Weekend – Cost: \$550.00 (room) + \$100.00 (set-up/clean) + \$84.50 (13% hst) = \$734.25 (Friday and Saturday)**

**Weekday – Cost: \$200.00 (room) + \$100.00 (set-up/clean) + \$39.00 (13% hst) = \$339.00 (Sunday to Thursday)**

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**Half - Lower Level -** Approximately – 60 to 70 people

**Weekend – Cost: \$300.00 (room) + \$50.00 (set-up/clean) + \$45.50 (13% hst) = \$395.50 (Friday and Saturday)**

**Weekday – Cost: \$150.00 (room) + \$50.00 (set-up/clean) + \$26.00 (13% hst) = \$226.00 (Sunday to Thursday)**

All decorations must be removed at the end of the evening or you must negotiate a removal time with the branch manager – legion hours on Saturday and Sunday 12:00 pm

Cannot put up balloons or decorations that move prior to the actual event unless the legion is open as this will trigger the motion detectors.

### **Notes**

- Legion and L/A members receive a 25% discount before taxes, require proof of membership
- All beverages and snacks must be purchased through the bar, including bottled water, pop and alcoholic beverages
- Wine services - 15% service charge added to invoice and must be discussed and paid for prior to event
- Open Bar services – 15% service charge added to tab
- In-house caterer Peter Loan Catering [info@chefpeter.catering](mailto:info@chefpeter.catering) 613-590-7227
- Upper Kitchen is leased out so it is restricted to our in-house caterer
- Lower Kitchen - \$50.00 charge no access to stoves and cleanup is required
- In order to reserve we require a \$100.00 deposit – cash, debit or visa
- Full payment required prior to the event
- New Year's exception cost falls under weekend rates.

Please call Nicole Hebert @ 613-830-9984 or email at [rcl632@bellnet.ca](mailto:rcl632@bellnet.ca)

Thank you

Revised: June 19, 2018 to reflect a change in members discount from \$50.00 to 25%