



**Date Mailed:** \_\_\_\_\_

**Customer:** \_\_\_\_\_

Please find attached your Hall Rental Information Booklet. Read this package and sign the last page of this booklet. This signature, along with a \$500 deposit for the food, to guarantee your event, must be returned to the Legion within 30 days of the mailed date.

You can return signature and payment in one (1) of the following methods:

1: Mail back the signed booking sheet with \$500 cheque deposit via the envelope provided to you in this package.

OR

2: Visit the Sarnia Legion during business hours, provide the signed booking sheet in the envelope, and pay for the \$500 deposit at the bar, using either cash, debit, or credit.

If the Ladies Auxiliary President has not contacted you to confirm your deposit within 2 weeks, please call the LA President (519-542-4445) and confirm that your payment and contract was received.

Thank you for choosing the Royal Canadian Legion Branch 62 as the venue for your event. We look forward to working with you to ensure that you have a wonderful experience. If you have any questions, please contact our Booking Coordinator at 226-932-8332 or the Ladies Auxiliary President at 519-542-4445.



The Royal Canadian Legion Branch 62  
286 N. Front Street  
Sarnia, Ontario  
N7T 5S7  
Phone: 519-336-2841  
Email: sarnia62@cogeco.net

## **RENTAL INFORMATION – Effective April 1, 2025**

### **Hall Rental:**

The upstairs hall holds up to 250 people. Head tables can be up to 12 people. Cost of renting the hall is as follows:

Monday through Thursday -\$200.00 + HST = \$226.00

Friday through Sunday- \$300.00 + HST = \$339.00

Notification of cancellation must be made (sixty) 60 days in advance of the date booked or the hall rental fee will not be refunded. Final prices will be provided when the agreement is finalized, and the forms completed. You, as the renter, agree to be responsible for any damage that occurs during your function, and you will be invoiced and agree to pay the expenses for any equipment replacement or repairs that are required.

### **Bar Information**

The Branch will provide bartenders at the cost of the current minimum wage rate each, plus one hour for setup and one hour for cleanup. If there are 70 or more people, 2 bartenders are required. 150 people or more will require 3 bartenders. These bartenders and their rates are separate from the hall rental fee.

The bar is operated by the Royal Canadian Legion (R.C.L) Branch 62 under the authority of our license and there are no exceptions. Wine may be purchased by the bottle and arrangements can be made to have bottles of wine at any/all tables if requested. Various types of wine may be provided upon request with the cost varying depending on our costs. Wine glasses will be provided at no cost to you. The bar operation time cannot exceed 1:00 a.m. and the hall must be vacated by 1:45 a.m. The R.C.L. Branch 62 has a "Bring Your Own Wine" endorsement. Ask for Details.

### **“Open Bar Gratuities”**

A 10% gratuity will be added for any open bar event in the upper hall, for any contract signed after Jan 1, 2025. This includes any ticketed compensated drinks.

Alcoholic beverages **CANNOT** be brought into the building or onto the premises. Cannabis and any cannabis product, including edibles, cannot be consumed in any form inside the hall.

Anyone who is not capable of driving and does not have other transportation must make arrangements with the bartender(s) for safe transportation home.

The Liquor Control Board of Ontario (L.C.B.O) regulations require that food be served at all functions where liquor is served.

Any person(s) violating any of The RCL – Sarnia Branch 62, L.L.B.O., L.C.B.O. or A.G.C.O. Rules and/or Regulations will be given a verbal warning by the Bar Staff. If there is a further violation the person(s) will be required to leave the premises immediately upon being asked to do so by the Bar Staff. If further violations still occur the event may be shut down and the Bar Staff on duty may call law enforcement.

### **Candy Bar Information**

The Ladies Auxiliary has a partnership with Great Lakes Refill to provide a Candy Bar. There are 2 candy packages to choose from with options subject to availability. The customer can attend Great Lakes Refill and choose the items they wish. All supplies such as jars, scoops and bags are provided by Great Lakes Refill. Great Lakes Refill will also deliver the candy bar items and clean up after your event.

### **Payment Information**

Your final payment for all agreed to items must be paid in full no later than (eight) 8 days prior to your function. No food procurement or preparation activities will occur without full payment. The preferred method of payment is by cheque, cash & debit, and we will accept credit cards. If paying by cheque, please make cheque payable to “RCL Sarnia Br. 62 L.A.” If paying by cash/debit/credit, please visit the downstairs bar during business hours. Please keep the receipt for proof of payment, as you will need to provide this to us.

**Note: All food prices are subject to change without any prior notice.** Our food preparation costs may increase at any time, and we must pass those increases on to you. Many times, the hall is booked 18 to 24 months in advance and the costs have risen at the actual time of rental.

## **Food and Setup Information**

The layout of the event will be set 30 days in advance. You will be provided with a blank floor plan, and you will indicate where you would like the tables setup, with a maximum of 25 tables. There are only 2 options available for a head table layout: in front of the stage, or in front of the west windows.

All meals are served family or buffet style for up to 70 guests. If your event has more than 70 guests, you will be served buffet style only.

No personal/commercial food shall be brought into the venue and served to guests, under any circumstance. The Ladies Auxiliary or their representatives will do all the catering. There are no exceptions to this rule.

### **Table Settings:**

The R.C.L. L.A. can supply white or black tablecloths for a fee of \$7.00 per table. Chair covers with sashes are available in several different colours for \$3.00 per chair. This price includes cleaning of these items.

### **Audio Visual Information**

The Upper Hall is equipped with two portable Fender Bluetooth speakers at no cost. We also have a 75" flat screen TV with the ability to plug in your own laptop or device. The cost to rent the TV is \$50.00 + HST. The TV is also Bluetooth compatible for sound. The TV has a desktop computer attached to wi-fi. You can plug in any of your own USB devices to the computer. The computer is equipped with Windows Office (PowerPoint, Word et). Attached to the computer is Logitech video conferencing equipment. This allows the ability to hold Zoom or Microsoft Teams meetings.

### **Dinner Menu:**

Meat: Roast Beef or Turkey or Ham (2 meat option available)

Potatoes: Mashed with Gravy or Scalloped Potatoes

Vegetable: (Choice of 1) Corn-Baby Carrots-Green Beans (2 vegetables are available at an extra charge).

Salad: (choice of 1) Tossed Salad or Coleslaw

Dessert: Assorted Pies

The option of a Taco Bar is available upon request.

Each table will also receive a Relish Tray, Dinner Rolls, Coffee, and Tea.

**PLEASE NOTE:** You must confirm your menu (thirty) 30 days prior to your function. If you have vegetarians attending your function, we will provide a Lasagna Dinner if requested when confirming your menu.

Late night snacks can be made available after the dinner portion has been finished. The late-night snack menu will not be served past 10:00 P.M. If there are any leftovers from your late-night snack, you may take them home with you. ***Please make sure you have your own containers (plastic bowls with lids etc.) to pack them into, as our trays may not be taken out of the building.***

A final count of your total number of guests must be made eight (8) days prior to your event. Minor changes may be considered after this date, but it must be remembered that the food will have already been ordered and put in place for your function.

### **Decorating Rules:**

The following rules for decorating must be followed and will be strictly enforced:

1. Do not block exits when setting up tables.
2. Our hall can only be set up certain ways. Please check with the booking coordinator before making plans for table arrangements. If there are more than 150 people attending a function the head table must be set up by the stage to allow our servers room to serve.
3. There are to be no pins used on the walls or pushed into tables to hold lights or skirts. Also, there is to be no duct tape or scotch tape used on the floors or walls. Masking tape only to be used.
4. If you are using gel in your centerpieces, it must not be dumped or poured down our sinks or drains.
5. **NO BUBBLE SOLUTIONS TO BE USED IN THE HALL.** Previous experience has proved this to be a serious safety risk. Your DJ may not use bubble solutions during his engagement in the hall.
6. Please make arrangements to have any equipment or decorations owned by Decorating Companies taken at the end of your function or be here by 9:00 AM the following business day to have them removed as there may be other functions going on the next day.
7. **NO CONFETTI OF ANY KIND** to be used in the Banquet Hall, Lobby or any Legion Property. There will be an extra charge of \$100.00 if confetti is used.
8. Do not cover glass in doors leading to the Banquet Hall or any exit doors.
9. Decorator's arches cannot be erected in doorways. Exits cannot be blocked as per Fire Regulations.
10. Legion ladders used for decorating are to be returned to their proper place.
11. No candles to be used outside the Banquet Room in the upstairs hallway, all candles in the Banquet Room must be enclosed in glass.
12. If Decorators are alone in the Hall and there is no one from Branch 62 upstairs, they must inform the office or the Bar Steward downstairs when they are leaving.
13. **Do not remove pictures or frames.**
14. No live plants (i.e. trees) allowed upstairs.
15. **No vapour or smoke releasing materials to be used in the hall, such as dry ice vapours used by DJ's.** There is a possibility that these vapours could activate our alarm systems.

### **General Information:**

Any children attending the function must be supervised. Please ensure they stay within the Banquet Hall for their own safety. No running up and down stairs or playing in the elevator.

Each person/persons renting the Hall agree to be responsible for any damage that may be done by their decorator, D.J., band or any other group hired by the renter and are responsible for the costs to cover repairs or replacements.

All persons renting the hall must adhere to the rule of **NO SMOKING-NO VAPING** anywhere in the Legion



I have read, understand, and agree to abide by all the information identified in this rental information document.

Date Of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Contact/Person Booking Event: \_\_\_\_\_

L.A President (Print): \_\_\_\_\_

L.A President Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

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Name of Client (Print): \_\_\_\_\_

Signature of Client: \_\_\_\_\_

Date of Signature: \_\_\_\_\_