



Branch 051  
Nelson

### LOUNGE AND MEETING ROOM RENTAL AGREEMENT

|                                  |                  |
|----------------------------------|------------------|
| Name of Event or Group           |                  |
| Lounge or Meeting Room Requested |                  |
| Contact Person                   | Phone Number     |
| Email                            |                  |
| Date of Event                    | Number of Guests |
| Time                             |                  |
| Caterer                          | Caterer Contact  |
| Type of event                    |                  |

**Deposit and Payment:** A deposit is due when booking (see reverse for rates). Payment can be made by cheque, cash, or e-transfers to [office@rcl51.ca](mailto:office@rcl51.ca). Payment in full is required one week before of the event.

**Caterers:** If you are using a caterer, the name, contact person, and phone number is to be provided prior to the event.

**Food:** During regular lounge hours and for lounge bookings, we have snacks available for purchase. You may also order in food in from restaurants or bring your own.

**Beverages:** You are not permitted to bring drinks of any kind into our lounge. We have both alcohol and non-alcohol drinks available at the bar. For meeting room rentals when the lounge is closed, you may bring in non-alcohol drinks only.

**Cancellation Policy:** A full refund of your deposit will be made if the event is cancelled thirty (30) calendar days before the event.

**Damages:** The renter accepts full responsibility for the actions of any persons who attend this function and will cover all costs (100%) to repair damage to the Legion's property. Any decorations must be put with painter's tape or sticky tack putty, and damage cause by using other types of tape or push pins will be repaired at the renter's expense.

**For some events, the following may be required:**

**Security:** The renter will hire a licensed security guard and also accepts the responsibility for ensuring that guests abide by the Liquor License Act and will support the Bartenders in enforcing it.

**Proof of insurance:** Parties that rent the Legion must provide proof of insurance, adding the Legion as an "additional insured", with a minimum of \$2,000,000 liability limit. Proof of insurance for the event must be produced to the Legion staff 5 days before the event.

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**Signature**

**Date**



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## LOUNGE RENTAL

All rentals come with a bartender and full bar service, and our space is available most evenings from 7:00 PM, as well as during the day on Sundays, and Mondays.

If you want another day or time, please contact us and we will try to accommodate your request.

You're welcome to bring your own food or bring in a caterer too.

*Please note that minors are not permitted due to our liquor license.*

Rates:

- 4 hours is \$230 + GST, for up to 50 people, which includes one bartender.
- 4 hours is \$275 + GST, for 50 - 100 people, which includes two bartenders.
- Additional time is available at a rate of \$45 per hour + GST.
- A \$100 deposit is required at the time of booking.

## MEETING ROOM RENTAL

The room is available for rent during our regular business hours, with optional access to full bar service.

Rentals outside of business hours are also available, though bar service will not be provided.

For larger groups of 30 or more, we recommend considering our lounge instead.

*Please note that minors are only permitted in the meeting room when the bar is closed due to our liquor license.*

Rates:

- Hourly: \$35/hour + GST
- Full Day (5–7 hours): \$150 + GST
- a \$35 deposit is required at the time of booking.