

ROYAL CANADIAN LEGION, BRANCH #56
239 1st Ave. N.E., Swift Current, Sask. S9H 2B3
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HALL RENTAL TERMS AND CONDITIONS

Hall Rent for the day of your function is \$1,190.00 + gst. This includes the use of the kitchen and the bar, and gives you access to the hall from 10:30 a.m. until 2:00 a.m. Extra charges will be incurred if you have not left the premises by 2:00 a.m.

Day before set up rate is \$300.00 + gst. This gives you access to the hall from 11:00 am until 7:00 pm. If you choose not to book the day before, you will not have access to the hall until 10:30 the day of your function. Please ensure your caterers/decorators/etc. are also aware of this.

Day after clean up rate is \$250.00 + gst. This gives you access to the hall from 10:00 am until 3:00 pm. If you choose not to book the day after, your belongings all need to be removed and the cleaning needs to be completed before vacating the premises on the day of your function.

Deposit: A deposit of \$400.00 must be paid at time of booking to hold your date, which will be fully refunded, except in the case of cancellation, or of extra charges incurred. **The balance is to be paid in full by Friday following the event.**

Late Close: If you haven't vacated by 2:00 a.m., there will be an additional charge of \$40.00 per half hour or part thereof. This will include any of your hired personnel as well.

Statutory Holidays: If you book the hall on a public holiday, there will be an additional charge of \$50.00 to have someone come let you in the facility, then come back to lock up.

Hall Capacity: Banquet and Dance – 375 people

Set Up: We will set up the hall for you, but require a floor plan from you 3 days prior to your function. If we don't receive the floor plan, you will be responsible to set it up yourselves.

Kitchen: You have use of all the equipment-cooler, stoves/ovens, dishwasher, etc. as well as pots and pans, coffee urns, plates, cutlery, cups/saucers, salt&peppers, cream&sugar bowls. We do not supply table coverings, napkins, platters, serving bowls, serving spoons, can openers, butcher knives, dishcloths, tea towels, etc. Before leaving, all dishes-**including coffee urns-** must be washed and properly stored, and the kitchen must be cleaned according to the list provided.

Bar: You have use of the bar area along with the beer cooler and ice machine. You must provide your own liquor permit, bartenders, liquor, mix, jiggers, corkscrews, ice bucket, etc.

Decorations: There are hooks in place around the entire hall as well as one in the center of the ceiling- **max weight for centre is 40 lbs.** Absolutely no staples, tacks, nails or tape of any kind. Also no confetti or anything similar (for throwing or sprinkling on tables). Nothing can be hung from or attached to the bingo boards. Candles must be in an enclosed container, and nothing can be used that could set off the fire alarms – including smoke shows. **It is your responsibility to ensure your hired people/helpers are aware of this also.**

*****Candy Bars:** if you plan on having these, please do not include gum, gummy bears, gum drops, or any type of jellied candy in them.