

Vulcan Legion Hall Rental Agreement

1. If you decorate Thursday or Friday, you will be billed hall rent for those days.
2. If the Legion is running the bar for your function, WINE must be ordered at *Big Sky Beer Wine and Spirits*. The Legion will pick it up and bill you. No outside wine or alcohol of any kind is allowed on our Liquor license.
3. Outside alcohol can be brought in only if you have a private liquor license, which can be purchased at any local liquor store.
4. You must have a responsible adult (over 18 years old) operating your bar.
5. Corkage, which includes pop, *Clamato* juice, juices and ice is **\$1.50 per person**.
6. There is **\$100** damage deposit for hall and **\$100** for the kitchen at the time of booking. It is refundable after the hall and kitchen have been inspected by a member of our executive or staff.
7. You must have someone RESPONSIBLE to close up at the end of the function.
8. At the end of the function (that night) before you leave – all drinks and cans must be cleared from tables and put away and all food must be put away.
9. **All garbage must be taken out** and put in the garbage bins at the back of the building.
Note: there will be a **\$25 fee** if our staff must take garbage out to bins.
10. Floor must be left with no marks on it.
11. Kitchen must be cleaned up to the standard in which it was found.
12. Tables and chairs must be put away, as per instructions on wall.
Note: **\$25 fee** to have the Legion set up and take down tables and chairs.
13. All 3 outside doors must be locked – Kitchen door, Side Exit door and Main Exit door.
14. If you plan to clean the hall on the day after your function a **\$25/hour fee** will be added to your bill.
15. There is an extra charge if the Legion must do any of the clean up.

HALL RENTAL RATES

DAMAGE DEPOSIT: HALL \$100.00 KITCHEN \$100.00

HALL RENT: Full Day \$175.00 plus GST \$8.75 = \$183.75

Hourly \$35.00/hour plus GST \$1.75 = \$36.75 up to 5 hours

KITCHEN RENT: \$75.00/day plus GST \$3.75 = \$78.75

Hourly \$20.00/hour plus GST \$1.00 = \$21.00 up to 4 hours

Vulcan Legion members pay \$25 per hour to a maximum of \$125 plus GST for family functions only.

Set-up and Take-down: \$25

Tablecloths: \$25

Garbage removal: \$10

Renter signature: _____ Date: _____

Staff signature: _____

Date of function: _____