

# Vulcan Legion #21 Hall Rental

Rental Date: \_\_\_\_\_

Set-up Time – Hall \_\_\_\_\_ Kitchen \_\_\_\_\_

Function/Event Time – Hall \_\_\_\_\_ to \_\_\_\_\_ Kitchen \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address for Invoice: \_\_\_\_\_

Bar: Legion Bar in Hall \_\_\_\_\_

Legion Bar in Canteen \_\_\_\_\_

Own Bar \_\_\_\_\_ Note: Corkage applies @ \$1.50/person \_\_\_\_\_ # people  
Includes mix and ice

Set-up and take-down (\$25)  Yes  No If yes, number to set up for \_\_\_\_\_

Round Tables \_\_\_\_\_ or Rectangular Tables \_\_\_\_\_

If chairs only, theatre style # \_\_\_\_\_

Tablecloths (\$10 each)  Yes # needed \_\_\_\_\_  No

**NOTE: No glitter or confetti permitted**

Large Coffee (\$50)  Yes  No Tea or Small Coffee (\$35)  Yes  No

Projector/Screen/Speakers (\$25)  Yes  No

**NEW:** Permission for canteen cook to use hall kitchen during event:  Yes  No

**Renter must provide deposit and sign rental agreement in order to hold the date.**

**Cancellation policy – Damage deposit non-refundable if cancelled less than two weeks before the event.**

Deposit: \$ \_\_\_\_\_ Received \_\_\_\_\_  
(Date)

Booking taken \_\_\_\_\_ by: \_\_\_\_\_  
(Date) (Name)

**Note:** Once event is complete, please indicate the actual hours rented – if less than 5 hours.  
Please put completed form on desk in office.

Invoice # \_\_\_\_\_ Date \_\_\_\_\_