

ROYAL CANADIAN LEGION,
SIR SAM HUGHES BRANCH 67 LINDSAY
ROOM RENTAL & MEAL AGREEMENT (WEDDINGS & DANCES)

TYPE OF EVENT: _____ DATE OF EVENT: _____

RENTALS:

VIMY ROOM: Capacity 120 -130 with dance and late lunch,
Capacity 110 with Dinner and Dance.

\$400.00 – does not include use of the kitchen.

LEGIONNAIRES' LOUNGE: Capacity 50 with dance and late lunch,
Capacity 40 with Dinner and Dance

\$200.00 – does not include use of the kitchen

DEPOSITS – NON REFUNDABLE

**\$200.00 ROOM DEPOSIT (Vimy) \$100.00 (Lounge) / \$200.00 MEAL DEPOSIT DEPOSITS AND
SIGNED CONTRACT ARE REQUIRED AT THE TIME OF BOOKING.**

DEPOSITS – A major damage deposit of \$150.00 is required one week before the event, which will be returned to you the next working day, if no damage occurs.

WINE & LIQUOR : Cannot be brought into the Legion; that includes homemade wine. Wine has to be ordered by the Legion two weeks before the event. A corkage fee will apply. Pinto Grigio for white (Jackson Triggs) and Merlot (Jackson Triggs) for red are the usual wines ordered for Weddings and Banquets; both Red and White are \$20.25 (corkage fee \$5.00) per 1.5 litre bottle. Any unused bottles, that the seal has not been broken; we will reimburse you the next working day.

No wine or liquor may be brought in or removed from the premises. No wine or liquor may be brought in for door prizes or draws. Beer and Liquor \$4.50 each (price is subject to change)

GAMBLING: ABSOLUTELY NO 50/50 draws, chance wheels or gambling of any kind may take place on the Premises unless the customer has obtained a license from the City of Kawartha Lakes permitting them to do so.

MENUS: Should be submitted to the Branch office one month prior to the event. Increases or decreases in the number must be given to the office 10 business days prior to the event. If no notification is received and your numbers decrease you will be charged for the previous number submitted. Maximum number of people for banquets is 110. **No outside food (except birthday and wedding cake) allowed.**

TABLE SET-UP: 80 people and under you can have Squares of Ten or Banquet Style. For 80 –110 people you can have the Banquet Style. If a different set-up is wanted please contact our office to discuss and you will be advised if it is feasible.

DECORATING: No tape or tacks on walls; hooks are on ceiling for your use. Fee will be charged if damage occurs. **NO CONFETTI ALLOWED IN THE BUILDING. –ALL DECORATIONS MUST BE TAKEN WITH YOU THE SAME DAY OR \$50.00 FROM THE SECURITY DEPOSIT WILL NOT BE REFUNDED. ALL DECORATIONS MUST MEET FIRE CODE STANDARDS.**

Name: Print _____ Signature Date _____

Date _____ Company _____

Event Date _____ Time _____

ROYAL CANADIAN LEGION -BRANCH #67
12 YORK STREET, LINDSAY, ONTARIO K9V 3Z6
OFFICE –Kim –705-324-2613

PRICES (SUBJECT TO CHANGE):

~~HOT MEALS~~ COST PER PERSON \$25.00 tax incl.

NOTE: MEALS FOR CHILDREN UNDER 10 YEARS OF AGE ARE HALF PRICE \$12:50

HOT MEALS INCLUDE:

Choice of only one: BEEF, CHICKEN OR PORK
MASHED, ROASTED OR BAKED POTATOES
TWO VEGETABLES
TOSSED SALAD OR COLESLAW
ROLLS AND BUTTER
PIES OR MIXED CHEESE CAKES
COFFEE AND TEA

LUNCH PRICES: **MINIMUM OF 25 PEOPLE**

FOOD TRAYS:

—	MEAT AND KAISERS TRAY	\$3.25 per person
—	CHEESE TRAY	\$1.95 per person
—	CHEESE & CRACKER TRAY	\$2.55 per person
—	PICKLE TRAY	\$0.95 per person
—	VEGGIE TRAY	\$1.80 per person
—	FRUIT TRAY	\$1.85 per person
—	DESSERT TRAY	\$1.55 per person
—	SANDWICH TRAY	\$3.50 per person
	(one (1) sandwich per person)	
—	POTATO SALAD	\$1.75 per person
—	MACARONI SALAD	\$1.75 per person
—	COLESLAW	\$1.75 per person

COFFEE AND TEA –PER 100 CUP POT OF COFFEE AND 50 CUP OF	TEA:	\$31.42
(HALF ORDER OF COFFEE & TEA AVAILABLE (\$17.75)	HST	\$ 4.08
		<u>\$35.50</u>

COFFEE, TEA AND DONUTS -\$4.50 tax included PER PERSON

PUNCH –NO ALCOHOL \$51.25 –BRANCH WILL PREPARE (two punch bowls)
ALCOHOL \$95.25 –BRANCH WILL PREPARE (two punch bowls)

NOTE: PRICES SUBJECT TO CHANGE

Name: Print _____ Signature _____

Date _____

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 12 YORK STREET, LINDSAY, ONTARIO K9V 3Z6
 OFFICE –Kim –705-324-2613

EVENT: _____

DATE OF EVENT: _____ DATE MENU RETURNED _____

NAME: _____ DAY TIME TELEPHONE NO: _____

ADDRESS: _____

DEPOSIT AMOUNT: \$ _____ DATE PAID: _____

TOTAL NUMBER TO BE SEATED INCLUDING HEAD TABLE AND CHILDREN: _____
 NO. OF CHILDREN UNDER 10 YEARS: _____ NUMBER TO BE AT HEAD TABLE: _____
 D.J. yes no & GUEST yes no PHOTOGRAPHER yes no GUEST yes no

MEAL TO BE SERVED AS BOWL SERVICE _____ PLATE SERVICE (Max. 50) _____ BUFFET _____

TEN DAYS PRIOR TO DATE OF BANQUET, CUSTOMER WILL BE REQUIRED TO STATE EXACT NUMBER OF GUESTS TO BE SERVED. (IF A DECREASE OCCURS YOU WILL BE CHARGED FOR THE HIGHEST NUMBER OF PEOPLE YOU SUBMITTED THAT WOULD BE ATTENDING). BALANCE OF THE BILL TO BE PAID IN FULL ON THE LAST WORKING DAY BEFORE THE BANQUET.

- MINIMUM NUMBER OF GUESTS FOR BANQUET 40 – MAXIMUM 110
- CHILDREN UNDER 10 YEARS OF AGE CHARGED AT HALF PRICE
- A MINIMUM DEPOSIT OF \$200.00 TO BE PAID AT TIME OF BOOKING
- 10 DAYS NOTICE OF CANCELLATION IS REQUIRED
- DEPOSIT ARE NON REFUNDABLE
- PRICES SUBJECT TO CHANGE
- ANY FOOD ALLERGIES: Yes No Type _____

WINE WITH DINNER: YES or NO NUMBER OF BOTTLES ORDERED: WHITE _____ RED _____

**Wine must be ordered through the office two weeks before dinner. (Wine is removed from the tables at the completion of dinner.

NAME OF WINE: _____ White _____ Red WINE TO BE SERVED AT _____

DINNER \$17.70 PLUS \$2.30 HST = \$20.00 PER PERSON/ DINNER SERVED AT _____

MAIN DISHES (only one meat choice)		VEGETABLES (2 CHOICES)		
Beef	()	Peas	()	Tossed Salad ()
Chicken	()	Carrots	()	or Coleslaw ()
Pork	()	Corn	()	*Punch Regular ()
Gravy	()	Green Beans	()	*Punch Alcohol ()
Potatoes – mashed, roasted or baked	()			*Punch see cost on page 2

DESSERT:
 Cheese cake yes no or Pies: (three choices) or combination: _____

PLEASE NOTE: PRICES SUBJECT TO CHANGE

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 Date _____

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PERSON IN CHARGE: _____

TELEPHONE NUMBER: _____

DATE OF DECORATION: (Block the day before \$75.00) _____

TIME OF DECORATION: _____ TABLE SET-UP: Please attach.

TABLE FOR GUEST BOOK: _____

TABLE FOR CAKE: _____

TABLE FOR GIFTS: _____

TABLECLOTHS AND NAPKINS:

SUPPLYING: OWN (_____) *LEGION SUPPLYING (_____)

*white plastic – no charge when ordering a meal: Yes ___ No ___

*linen table cloths - \$10.00 per table: Yes ___ No ___ quantity _____

*Skirts for table - \$32.55 each – (13 feet long) Yes ___ No ___ quantity _____

*white dinner paper napkins only: Yes ___ No ___

FLOWERS: OWN (_____) LEGION (_____)

(Silk flowers only in existing vases)

ARBOR RENTAL (\$25.00): yes _____ no _____

BAR OPEN TIME: _____

TIME OF TEA AND COFFEE SERVED AT LATE LUNCH: _____

CANDLES (battery operated only): YES _____ NO _____

Name: Print _____ Signature _____

Date _____