



ROYAL CANADIAN LEGION BRANCH 4
APPLICATION FOR USE OF PREMISES
SEASON 2016/2017

Day of Week Requested: _____

Time from: _____ to _____ Start Date: _____ End Date: _____

Date of Application: _____ Date Rec'd in Office: _____

Sport or Group Name: _____

Contact Person Name: _____ Telephone: _____

Email: _____ Number of Players/Persons Anticipated: _____

Branch 4 now has a web site, www.wellandlegionbr4.com. On the web site will be providing a listing of the leagues and contact information (name, telephone and email). If there is anything else you would like posted (example schedule) contact Ray Armbrust - ray@armbrust.ca.

I give permission to use the above information on the web site. _____ Signature

Requesting Use Of (circle one): Upstairs Hall Downstairs Darts Side
 Downstairs Memorial Room Downstairs Both Memorial & Outer Rooms

Holidays, Other Dates Not Required: _____

Table Set Up: Do self at no charge _____ OR Legion service charge \$25.00 per set up _____

(If Upstairs Hall) Cash Bar Requested: Yes or No - Time Open: _____

Special Requests or Notes: _____

Year End Banquet – Use of Hall

In the past, some leagues have chosen to hold year end banquets in the upstairs hall. Leagues now have a choice. Fridays will be offered to the league at no charge. If the league wishes a Saturday rental, there will be a member rate charge of \$300 plus taxes for a total of \$339. If the kitchen is required, in addition to the hall charge, standard rates will be charged on either day.

Are you requesting use of upstairs hall for year end banquet: Yes or No

Date requested: _____ Alternate Date: _____

Number of people anticipated at banquet: _____

Would you like a cash bar: Yes or No Time Bar to Open: _____

See Page 2 for important information.

All groups wishing to use the premises on a regular basis must submit for approval prior to usage. Requests will be on a first come first served basis. ALL BOOKINGS MUST BE CONFIRMED BY THE OFFICE. All groups understand that Legion interests (Remembrance Day, funerals, etc.) may override individual groups and the Legion will do their best to accommodate by moving locations or dates but the Legion reserves the right to cancel individual days. The Legion also reserves the right to terminate usage by individual participants and/or groups. All participants will be held to the same standards as Legion Members and must follow all Legion by-laws and regulations.

For Office Use Only

Other requests for the same day: _____

Hall Date Confirmed for Banquet: _____

Notes: _____

Approved Date: _____