



## FRATERNAL ORDER OF EAGLES AERIE 3870

3459 Pembina Highway Winnipeg, Manitoba R3V 1A4

Phone: 204-261-0124 or 204-269-4332 Fax 204-261-7422

## HALL RENTAL CONTRACT

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Type of Event \_\_\_\_\_

Additional Comments and extras: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Full Hall Rental: FOE Member: \$600+GST = **\$630** \$\_\_\_\_\_ (A)

Non Member: \$700+GST = **\$735** \$\_\_\_\_\_ (A)

**Under 100 people:** \$350+GST = **\$367** \$\_\_\_\_\_ (A)

Meetings/showers (max. 2 hours): \$150+GST = **\$157** \$\_\_\_\_\_ (A)

Lounge Rental (Sun done by 4): \$150+GST = **\$157** \$\_\_\_\_\_ (A)

Kitchen rental for cooking: \$75+GST = **\$78** +\$\_\_\_\_\_ (B)

Extras: (refer to extras sheet) \$\_\_\_\_\_+GST= +\$\_\_\_\_\_ (B)

**Damage deposit: (Excl. Meeting & lounge) \$200** +\$\_\_\_\_\_ (C)

**Subtotal:** (A+B+C) = \$\_\_\_\_\_ (D)

**Confirmation deposit (due when booked):** receipt# \_\_\_\_\_ **-\$150** (E)

**Total due 10 days prior to event: (D - E)** receipt# \_\_\_\_\_ = \$\_\_\_\_\_

We, the undersigned have read and agree to the terms and conditions of the contract as outlined on both pages.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Booking person/Witness: \_\_\_\_\_

Thank you for choosing the Fraternal Order of Eagles Aerie 3870 Hall for your function. In order to ensure a well organized event, we ask that you and your guests adhere to the following policies:

1. Upon verification by facilities staff that no damage has occurred, the damage deposit (minus any additional costs) will be refunded in full within 10 days following the date of the event. In the event of damages, the FOE Aerie 3870 reserves the right to hold the deposit and have the damage fixed before returning any of the deposit. Should the cost of repairs be greater than the deposit, then the applicant of this contract will be responsible for payment of the balance within five business days of billing date.
2. In the event of a cancellation, it is understood that the confirmation deposit will be considered non-refundable unless it is more than 90 days prior to date of event
3. The hall capacity is 249 people. This number cannot be exceeded.
4. 2 bartenders will be included in the full hall rental only. The bartenders appointed by the FOE Aerie 3870 will have full control of the liquor. The bartenders also have full executive authority to close the bar temporarily or permanently if it is deemed necessary (in accordance with the liquor control act).
5. Kitchen rental does not include use of any pots, pans, utensils or dishes! Renter must supply their own supplies.
6. No liquor, other than that purchased under the authority of the permit will be allowed on the premises. No alcoholic beverages are allowed past posted areas. All beverages must be removed from the tables by 1:30 AM.
7. No tax or tape allowed on any walls or ceiling. Decorations must be put up with the hooks provided There will be no confetti or similar decorating materials used. A minimum charge of \$50.00 will be taken from the damage deposit should they be used. Decorations must be removed immediately following the event.
8. Music will stop at 1:15 am and the Hall and Building vacated by 2 am. Failure to do so will result in a \$50.00 charge for every half hour or portion thereof after 2 am. This charge will be withheld from the Damage Deposit. The applicant will clean up the hall of all belongings including all unsold alcohol, and empties which must be removed from the building immediately following the event.
9. FOE Aerie 3870 will not assume any responsibility for the loss of any personal articles left unattended in the Hall. Furthermore, it is understood that the Applicant shall indemnify and hold the FOE Aerie 3870 harmless from and against all claims or demands with respect to the use of the Hall.
10. The premises shall be subject to inspection by the FOE Aerie 3870 Executives, the Liquor Control Commission Inspectors or the Winnipeg City Police at any time during the event. Any violation of conditions or conduct not approved will result in immediate vacating of the premises without refund to the named applicant.
11. The full hall rental includes: bartender, orange juice, clamato juice, ice, use of a coffee urn, 4 canisters of pop and 1000 plastic cups. Extra cups and canisters are available at cost.
14. The kitchen is available for the preparation of snacks or late lunch such as chips, pretzels, cold cuts, cheese, pickles, bread and coffee. Cooking is not allowed unless prior arrangements have been made.

**Bartender Use**

<b>Extra cups used:</b>	<b>(\$ .10 each)</b>	\$ _____
<b>Extra canisters used:</b>	<b>(\$25 each)</b>	+ \$ _____
<b>Subtotal:</b>		= \$ _____
<b>GST</b>	<b>(5%)</b>	+ \$ _____
<b>Subtotal: Subtract this amount from damage deposit:</b>		= \$ _____

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**Bartenders paid:** \_\_\_\_\_ **initial** \_\_\_\_\_ \$ \_\_\_\_\_