



Peterborough Legion

Banquet Hall Policy 2025/2026

Type of Event:

Date of Event:

Name:

Phone Number:

Email Address:

Bartender: Yes / No

Branch 52 Member: Yes / No

Rate: _____

Number of Attendees: _____ Start Time: _____ End Time: _____ Set Up Time: _____

Ladies Auxiliary Services: Yes / No

Banquet Service: Yes/ No

Jack & Jill \$1.00 per drink add-on: Yes / No

Paid in Full on: _____

Policy & Guidelines for renting the banquet hall:

- 1) No hot plates, crock pots, kettles, microwaves, heating elements (etc.) are permitted. You may bring in cold food that does not require heating. No outside catering company is permitted to bring in food.
- 2) Our kitchen area is OFF LIMITS to you and your guests; no one is permitted to enter those doors.
- 3) As per the Liquor Licensing Board of Ontario - No outside alcohol is allowed in the building. If you are having a silent auction with alcohol as one of the auction items we suggest a gift certificate. If you have baskets with alcohol in them we suggest you take a picture of it and leave the baskets in your car.
- 4) Alcoholic and non-alcoholic beverages are available through our bartenders. You are not permitted to bring in your own pop, water or juice.
- 5) You may not leave the premises with alcohol. If someone from your party is caught drinking in the parking lot, your bar could be shut down.
- 6) If you are raising money we suggest a silent auction in keeping with the Alcohol and Gaming Commission policies. The room is not licensed for social gaming, the likes of Crown and Anchor, Roulette, Blackjack or other casino-like games.
- 7) There is a licensed and smoking patio attached to the banquet hall.
- 8) When decorating please use painters tape only. No use of pins, nails, staples, etc are permitted. Please take any decorations with you that you want to keep. Any items left behind will be disposed of. We'll take care of any garbage for you. No confetti or confetti balloons please.
- 9) It is your responsibility to pay for any damages sustained to the banquet hall or the washrooms.
- 10) Please drink responsibly and have a ride ready to get home safely!
- 11) MAXIMUM CAPACITY IS 120 PERSONS – please provide an approximate number of attendees in advance.
- 12) **Full amount of hall rental is due within 7 days of booking the hall with us. Any cancellations made by you must be made at least 30 days in advance of the event or you lose your payment made. You can pay in person at the Peterborough Legion by cash or you can etransfer (with invoice number) the money owing to: rcl52office@gmail.com**
- 13) Final numbers for Banquet hall dinners must be in 15 business days prior to event. Full payment for dinners must be paid when final numbers are given.
- 14) Final numbers for Ladies Auxiliary orders must be in 10 business days prior to event. Full payment for Ladies Auxiliary orders must be paid when final numbers are given.
- 15) If you are doing an "Open Bar" it has to be paid on the day of the event either by credit card/debit card or cash. An automatic 15% tip will also be added on to the final bar total.
- 16) The "Jack & Jill \$1.00 Per Drink Add-On" will be returned to you approximately 10-14 business days after your event. We will notify you when the cheque is ready.
- 17) No form of Cannabis is to be consumed onsite (this includes the patio) by anybody.
- 18) Participants must remain in Banquet Hall or on the patio. No access to the kitchen, BBQ, lounge or hanging out in the hallway.

By signing below you agree to these terms.

Print Name

Signature

Date