

THE BRANCH HALL RENTAL POLICY

1. Objective

1.1 The Branch has spaces to accommodate small and large (capacity of 100 - 140) meetings and social events. Managed correctly, these spaces can provide significant revenues for the Branch. This will enhance the services and social life offered to Branch members while at the same time contributing to the quality of life in the broader community.

2. Organization

2.1 To meet the above stated objective, the Branch has a Hall Rental Officer to coordinate the use of all Branch spaces, which consists of Hall A, Hall B, the Lounge, and the kitchen. The Hall Rental Officer is appointed by the Branch President, and reports to the designated Branch Vice-President. The Hall Rental Officer shall be the final approval authority for all requests for use of Branch spaces. The Hall Rental Officer is the first point of contact for anyone requesting the use of Branch spaces.

3. Guiding Principles

3.1 The requirements of the Branch shall always take precedence over requests from outside clients. To minimize conflicts, Branch requirements should be made known to the Hall Rental Officer as early as possible. Annual, monthly and weekly recurring events should be put on future yearly calendars as placeholders until firm dates are confirmed.

3.2 Once Branch spaces have been booked, the booking can only be pre-empted by another booking request under exceptional circumstances, and only upon the approval of the Senior Executive of the Branch.

3.3 In carrying out the assigned duties and responsibilities, the Hall Rental Officer is required to coordinate any and all requirements for catering, the use of the kitchen, and the use of the bar with the applicable committee Chairs.

3.4 Established rental rates shall include special rates for Branch members, members of the military and Executive-approved community organizations. Rental rates shall also include a charge, if catering and / or the bar is not used, for opening and closing the Legion and monitoring of the facilities. These rates shall be reviewed annually by the Hall Rental Officer, who shall propose amendments for Branch Executive approval.

3.5 All functions held at the Legion must adhere to all Branch policies and the regulations set out by the Alcohol and Gaming Commission of Ontario (AGCO). All alcoholic beverages must be purchased from the bar and consumed on the premises. This means that bottles of alcohol cannot be used as prizes for any games held during the function. As well, no unlawful gambling will be permitted. This means no games of chance or 50/50 tickets, unless already licensed.

Annexes:

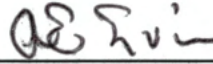
- A. Duties and Responsibilities of the Hall Rental Officer
- B. Hall Rental Pricing Guidance



J. Hemlin
President

15 May 2024

Date



A. Ervin
Chair, Branch Regulations

Annex A - Duties and Responsibilities of the Hall Rental Officer

1. Abide by all Branch policies and procedures.
2. Establish procedures for booking Branch spaces.
3. Maintain a schedule (calendar) of all bookings, to be made available to all Branch members.
4. Develop and maintain a hall rental guide book, to include but not be limited to:
 - a. a list of available spaces (size and capacity),
 - b. a rental fee schedule for each space,
 - c. a Hall Rental Information Sheet, and
 - d. a standard contract / invoice format, to include
 - 1) client contact information
 - 2) space requested and layout required
 - 3) type of activity
 - 4) number of people attending
 - 5) date and time required
 - 6) equipment requirements (such as microphones, sound system, music etc)
 - 7) service requirements such as catering and bar
 - 8) rental cost, to include HST and damage deposit
 - 9) applicable Branch policies
 - 10) AGCO regulations
5. Receive rental requests. Verify services are available before meeting with client to determine requirements, raise rental contract and receive deposit.
6. Provide a copy of the rental contract to the applicable committee Chairs depending on which services are required.
7. Provide a copy of the rental contract and all monies received to the Treasurer.
8. 21 days prior to the function, confirm with the Treasurer that the balance of the hall rental fee has been received. If not, reach out to the client for payment. Ensure all monies received are given to the Treasurer.
9. Ensure Branch Maintenance is informed of all hall rentals so as to ensure the facilities are clean, the rental space is set-up as required, and all requested equipment is available and functioning.
10. Provide, with the assistance of the Branch Treasurer, regular and accurate financial reports to the Branch Executive Committee and the general membership of the Branch.

Annex B - Hall Rental Pricing Guidance

1. A rental fee will not be charged when the space is to be used for a veteran's or Branch member's funeral.
2. The following organizations will not be charged a rental fee for use of any of the spaces:
 - a. Military organized function / military group (non-social);
 - b. First responder's organized function (non-social);
 - c. Charitable organization fundraising event;
 - d. An activity partner (defined as any organization which provides substantial assistance to Legion functions such as the Highland Mist Pipe Band and Sobeys).
3. Any military member requesting the use of one of the spaces for a private function will be charged the Branch member's rate.