



## The Royal Canadian Legion Branch 118

123 West 15th Street  
North Vancouver, BC V7M 1R7  
[rclrentals118@gmail.com](mailto:rclrentals118@gmail.com)

### RENTAL REQUEST FORM

#### CLIENT INFORMATION

Name of Organization or Name of Individual renting the room:

Contact Name (if different from above):

Street Address:

City:

Postal Code:

Phone Number:

Email Address:

Are you a Legion Member?:

If so, at which Branch?:

#### EVENT DETAILS

Date(s) & time(s) requested:

Event Type (Meeting, Retirement, Wedding, etc):

Number of people expected:

Public or invitation only:

If guest speaker, person's name/title/affiliation:

Will there be a band or DJ?

Will you need space for a dance floor?

#### ROOM REQUIREMENTS

Bartender

Bar Service Hours (if not entire event)

Microphone

Video Screen

TV

Other

## **ROOM SET-UP**

What format would you prefer for room set-up?

- Classroom Style - 6' or 8' long tables with main table at front of room for facilitator
- Meeting Style - 1 to 2 main tables at front with chairs facing them
- Boardroom Meeting - 6' or 8' tables set up in U-shape or Square Shape with space in the middle
- Banquet Style - 4' or 6' Round Tables

Will you need food tables or display tables?

 

Will you need a table at the entrance for greeters?

 

## **BAR SET UP**

We can provide full bar service in the rental room (excluding draft beer) or we can tailor the bar to meet your specific needs. Please select all that apply:

Full Bar

Bottled/canned beer

Ciders/Coolers

Well Drinks (gin, vodka, rum, etc)

Wine (red and white)

Premium Liquors (Bushmills, Jose Cuervo, Jameson, Jack Daniels, etc)

Other

**Please return completed form to: [rclrentals118@gmail.com](mailto:rclrentals118@gmail.com)**