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**Army, Navy & Air Force Veterans in Canada**

**Martello Unit 377**

**317 Gore Road, Kingston Ontario K7K 5H6**

**613 549 7597 Fax 613 549 7834**

Website: [www.anaf377.com](http://www.anaf377.com)

email: [anaf377@bellnet.ca](mailto:anaf377@bellnet.ca)

### **Function Booking/Contract**

Name of person responsible for event \_\_\_\_\_

Member                      yes / no

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Organization \_\_\_\_\_

Type of function \_\_\_\_\_

Date of Function \_\_\_\_\_

Time Requested          From \_\_\_\_\_ To \_\_\_\_\_

**NOTE: Normal bar Hours will be adhered to unless authority from 1st Vice-President has been granted to extend Bar Hours**

Confirmed Number in attendance \_\_\_\_\_

Set-up Time \_\_\_\_\_

**NOTE: Tear Down must be completed immediately after the function.**

### 3. General House Rules

- a. It is the responsibility of the Organizer and/or Sponsor to remain present until all their guests have departed from the unit. Organizers and/or Sponsors are responsible for the conduct of their guests.
- b. Absolutely no Headdress will be tolerated in the club except under special circumstances or when approved by the President.
- c. Any damage to the Unit property during the function will be assessed against the Organizer(s).
- d. All alcohol consumed while on the premises must be purchased from the Bar at the Martello unit. No alcohol will be brought into the Unit from another source. No pop or punches will be brought into the club.
- e. All drinks, bottles and glasses will be removed from the tables one half hour after Bar closing.
- f. All hanging decorations or balloons must be removed immediately after the function is finished. All other decorations are to be removed within 24 hours of the function.
- g. No Confetti or similar party material is allowed on the unit premises.
- h. No open flame or open base candles will be allowed. If other types of candles are used, they must first be cleared through the Bar staff at the time of booking the club.
- i. Function attendees should be made aware that Unit members will have regular access to the Bar area during normal bar hours.
- j. The Back Games Room is strictly for Unit members and their guests.
- k. All rental agreements will be revised as required and approved by the 2<sup>nd</sup> Vice-President.

4. Notes from the Organizer(s) and/or Sponsor(s)

Do you require Catering Services?                      yes / no

Please Give Specifics

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5. Signatures

I have read and fully understand this agreement. I accept full responsibility for any damage that may occur during the function by any of the function attendees.

\_\_\_\_\_  
Signature of Organizer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bartender

\_\_\_\_\_  
Date

Function Cost \_\_\_\_\_

Receipt No. \_\_\_\_\_

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Vice President

\_\_\_\_\_  
Signature of President (if required)

\_\_\_\_\_  
Signature of 1s Vice President (if required)