

Bells Corners Legion Branch #593 - Hall Rental Guideline



Frequently Asked Questions and Policies

Our Facility

If you are looking to host a wedding, party, meeting or Celebration Of Life, the Bells Corners Legion Branch 593 is the perfect place to hold your event. Our spacious facility is conveniently located in the heart of Bells Corners, a suburban neighbourhood of Ottawa close to bus routes and highway 417. Here you find a charming lounge, patio and two halls with ample seating for events up to 90 persons. Renting both halls increases maximum attendance to 180 persons. Our rental rates are very affordable, and our facilities, combined with an amazing team of volunteers, are designed to make your event a success!

Why Choose the Bells Corners Legion?

We are a non-profit organization that serves Veterans and their families, promotes the Remembrance of fallen heroes and serves the Bells Corners community. In 2025 alone we donated over \$185,000.00 to local charities and Veterans programs by generating funds through membership, the annual Poppy Campaign, donations, and by offering our Branch to private and corporate events.

Hall Rental Process

Booking our services is easy, but first we want to make sure our facility is the right fit for your event! Please review our frequently asked questions and policy page before submitting a booking request.

Do I have to be a Legion member to use your facility?

You do not need to be a member, but once you discover the benefits of being a member of the Bells Corners Legion, we are certain that you will want to join. Did you know that members enjoy a reduced rental rate and are welcome to join our many social events. We often have dances twice a month with live bands. We also have, dart leagues, euchre, pool tournaments and other fun events! Our club house is a great place to meet new people and share a beverage of choice. Booking an event may be just the start of an exciting journey!

Is membership limited to veterans?

Membership is not limited to Veterans; in fact many Canadian citizens or citizens of an allied country 18 years of age or older that supports the Legion mission may apply for membership. The application process is very simple and affordable. In 2025, an annual membership costs just \$60.00. Membership applications are available in the Branch and online at

<https://www.legion.ca/home>

Can I book a time to tour your facility?

Unfortunately, we do not have a person dedicated to provide personal tours, but you are more than welcome to tour our Branch on your own during our normal hours of operation. The on-duty bartender can direct you to the room or areas that you are interested in. Please note, the bartender may not be able to answer any question that isn't addressed in this document. If you are unable to tour the facility in person, please refer to the "Hall Rental" area of our website. This website page has pictures of the room layout, table and chair configuration and bar area. If you still have questions after reviewing our information package, please e-mail legionbellscorners@gmail.com. This e-mail address is managed by volunteers; responses may take a few days.

What types of rooms do you have?

Front Lounge - Our spacious facility has two rooms, one known as the Front Lounge and the second as the Banquet Hall. The Front Lounge comfortably seats 90 persons, and has easy access to the upper bar and restrooms. This room features mood lighting, a small area suitable for use by bands and DJ's and an outside deck that is perfect for relaxing. The front lounge has WIFI access, and a TV. We are Bluetooth capable for sound, and on request, a microphone system is available.

The Banquet Hall - is located on the lower floor and can also comfortably seat 90 persons, with handicap access from a lower ramp. This room has a private bar, washroom facilities, coat racks, and an area for bands & DJ's. The key difference between the two facilities is that the banquet hall bar does not serve draft beer. The banquet hall has WIFI access, and a TV. The banquet hall is Bluetooth capable for sound, and on request, a microphone system is available.

Do you serve alcohol? And can I bring my own? What if I have a special request?

Our facility is licensed by the LCBO to serve alcoholic beverages that are listed on our in-house beverage menu. If there is a specific beverage item that you would like served at your event, please ask and we will make a reasonable effort to source the product through one of our many approved vendors. You may also bring your own wine to an event with approval from us based on ensuring the request is compliant with government regulations and will be subject to corkage fees. Our entire team of volunteer bartenders are Smart Serve certified and will enforce all government regulations regarding the sale, service and consumption of alcohol during your event. Any violation of protocols will result in the immediate end of the event. For more information on LCBO policies, visit www.agco.ca.

What is your drink menu? Cost of drinks?

We offer a wide selection of both alcoholic and non-alcoholic beverages. Please visit our branch bar, which is open to the public and where you can view our most current beverage menu. The cost of our beverages are very competitive, with many users noting that our costs are generally lower than that of nearby establishments.

Can we run a tab?

Yes, you and your guests may run bar tabs. In order to do so, please discuss the process with the on-duty bartender.

Does the facility use video surveillance?

Yes, video surveillance covers most general use areas, parking lot and exterior areas. The use of video surveillance ensures an accurate record of behaviour, damage and general appreciation of the facility. We believe that having video surveillance, this protects the Branch, and any person using, entering or leaving our property. Access to these videos is limited to members of the Branch Executive and law enforcement. Any person may request a copy through the Branch President; the release of any copies is subject to approval by the Branch Executive.

Is the kitchen available for our use? Can our caterer have access?

No, unfortunately there is no access to our kitchen, by guests. We do however have limited refrigeration space on request for items such as a cake or small food trays. Please let us know your refrigeration requirements in advance so we can ensure space is available for your event.

Can we use outside catering or bring our own food?

Yes, you can either bring your own food or use the services of a caterer. It is important to note that you and a catering service must be completely self contained as the use of our kitchen, dishwasher or other food service equipment is not possible.

Is the facility wheelchair accessible?

Yes, there are two ramps suitable for assisting persons with disabilities. The ramp on the south side of the building leads to the main entrance and access to the front lounge, bar area, coat room and washrooms. The ramp at the east end of the building leads down to the Banquet Hall, lower bar, coat racks and all washrooms. There is a common handicap washroom which is located near the kitchen entrance.

Is there parking?

Yes, we have 6 dedicated handicap parking spots and 80 parking spots located directly behind the Branch. For large events, street parking is also permitted. All parking is on a first come, first served basis and cannot be reserved.

Can we hang decorations? Use confetti or rice?

Yes, you can hang decorations, but the use of confetti or rice is strictly prohibited. It is also prohibited to use any device with an open flame, that generates smoke or includes live animals or fish. When hanging decorations, you will observe that our Branch has numerous photos, memorabilia and military medals that are extremely important to the preservation of the memories of veterans and their families. Some items denote key historical events in our Branch accomplishments.

We kindly ask that decorations do not cover or in any way detract from our precious items. Decorations must be attached using methods that do not damage our walls and ceiling surfaces.

Is vaping or smoking cigarettes and cannabis allowed?

Yes, in designated areas. We do ask that smokers use the receptacles provided. Please be respectful; do not place smoking material in any place that may cause damage. Our team works very hard to keep our facility and grounds clean and free from debris.

Are there any dress regulations? I have heard that the wearing of a hat inside the building is forbidden.

You are welcome to wear any style of clothing that is clean, presentable and free of any obscene or disrespectful symbols or language. The Royal Canadian Legion has adopted a national policy that prohibits the wearing of "outlaw motorcycle club and street-gang colours" at its events and premises. The wearing of hats is acceptable in the rental areas; however, we do ask everyone to remove their hats in the other areas of the Branch.

Are we allowed to conduct a 50/50 or other games of chance?

Yes, but only if you are in possession of an Ontario Lottery Licence, valid the date of the event. In Ontario, it is illegal to conduct a lottery without a valid permit. Failure to adhere to this rule puts our Branch lottery licence in peril, and could result in the Branch closing.

Are minors allowed to be present at our event?

Yes, persons of all ages are welcome with proper supervision. We do ask that minors do not access the main bar area, as this space is reserved for use by members and guests of the Bells Corners Legion. Events with minors present and request bar services must have food available for consumption by all guests. Examples of acceptable food items are sandwich trays, pizza and hot menu items. Providing comfort food such as popcorn, chips and snacks do not qualify. All persons consuming or purchasing alcohol must be 19 years of age.

Can we use the pool table?

Yes, but we require a deposit of \$1000.00. The pool tables are an expensive Branch asset that are used by our Branch pool league and in support of Legion District and Zone Tournaments. The table felt is replaced regularly and is in excellent tournament ready condition. Any damage, no matter how small it appears will result in loss of deposit.

What are the cost to use your facility?

Celebration of Life

Our mission is to serve Veterans, including serving military and RCMP members and their families, to promote Remembrance, and to serve our communities and our country. In recognition of this our facility is free to honor the life of a Veteran, Legion members and their spouse. There is no requirement to be a member of any Legion to take advantage of a free service. Proof of Veteran status is the sole requirement. The cost for all other Celebration of Life events is \$150.00.

Veteran Events

We are proud to host any event that supports the Canadian Forces, RCMP or veterans groups at no cost. Example of events that qualify for no cost are Veteran retirements, training seminars, health and wellness programs and commemorative events. We also provide access to community groups at no cost. Please contact the Branch at legionbellscorners@gmail.com for more information.

We offer 50% off rental rates through the week, for non-profit groups.

Private and Corporate Events

Front Lounge

Weekdays during normal hours of operation (1pm – 4pm)

\$250.00 Bells Corners Legion member
\$300.00 Legion member (non-Bell Corners)
\$350.00 General public

Weekdays during after normal hours of operation (4pm - 10:30pm)

\$300.00 Bells Corners Legion member
\$350.00 Legion member (not a Bells Corners member)
\$400.00 General public

Weekends and statutory holidays during normal hours of operation (12pm - 4pm)

\$350.00 Bells Corners Legion member
\$400.00 Legion member (not a Bells Corners member)
\$450.00 General public

Weekends and statutory holidays after normal hours of operation (4pm - 10:30 pm)

\$350.00 Bells Corners Legion member
\$400.00 Legion member (not a Bell Corners member)
\$450.00 General public

Banquet Hall

Weekdays during normal hours of operation (1pm - 4 pm)

\$200.00 Bells Corners Legion member

\$250.00 Legion member (not a Bells Corners member)

\$300.00 General public

Weekdays during after normal hours of operation (1pm - 10:30pm)

\$250.00 Bells Corners Legion member

\$300.00 Legion member (not a Bells Corners member)

\$350.00 General public

Weekends and statutory normal hours of operation (12 pm - 4pm)

\$250.00 Bells Corners Legion member

\$300.00 Legion member (not a Bells Corners member)

\$350.00 General public

Weekends and statutory holidays during after normal hours of operation (4pm - 10:30 pm)

\$300.00 Bells Corners Legion member

\$350.00 Legion member (not a Bells Corners member)

\$400.00 General public

For shorter events lasting less than four hours, we offer 50% off regular rental rates to Bells Corners Legion members. The sole requirement to take advantage of this option is to be a member in good standing.

In order to receive member pricing, the member must be in good standing when booking the event. The member booking the event must be present during the entire event.

All charges are subject to 13% HST.

Do you require a damage deposit?

Yes, all users are required to pay a \$250.00 damage deposit that is refundable if the rental area is left clean and tables and chairs are put back into there original configuration. The deposit will not be refunded if there is any damage to either the facility or equipment, smoking material is not deposited in the supplied receptacles, confetti or decorations were hung using non approved adhesive. Always review the wording of the room/hall contract for all items.

How are you able to provide these affordable rates?

Bells Corners Legion Branch 593 is a non-profit organization that relies on volunteers to perform many tasks, services that we would otherwise have to pay for. Our volunteers are members of the community that work tirelessly to maintain the grounds and property to a very high standard, keep the building clean, prepare meals and serve the bar. Through their dedication and

continued support to veterans, we can reduce our operating costs. We are extremely grateful to each and every one of them. Please remember to thank these folks and be rest assured that we will use the funds generated from your event judiciously in the support of the Royal Canadian Legion mission.

What forms of payment do you accept?

To book the event, we accept cash, cheques, e-transfer and most major credit cards. To make a payment, please bring a copy (printed or electronic) of the signed contract and pay at the bar. Payment of the rental cost and damage deposit is due on booking confirmation. For all other payment options please email legionbellscorners@gmail.com. Guests making purchases at the bar may use credit card, debit or cash; we do not accept personal cheques.

What is the cancellation policy?

We understand that life happens and that sometimes changes need to be made. We ask that you let us know as soon as possible; same day cancellation or no shows will result in forfeiture of rental costs; and the damage deposit will be returned. It also important to note that we too may be required to cancel due to illness, weather events, or other unforeseen circumstances.

We are a community group that wants regular access, can we be given a key for access?

No, keys are only provided to members of the Branch Executive and volunteers that require access in performance of their duties. This isn't a matter of trust, this a property insurance and liquor license requirement.

Who do I contact if there is a problem?

The on-duty bartender is responsible for the Branch in the absence of a member of the Branch Executive. This person is a volunteer and must be treated with respect at all times. The bartender will evaluate the issue and contact the correct persons or outside agency to resolve any issues.

I have read your policies and procedures and am ready to book. What's next?

Please complete the online request for rental services form and e-mail legionbellscorners@gmail.com. This form can also be left at the bar or mailed to:

Bells Corners Legion
4026 Old Richmond Rd
Ottawa, ON
K2R1H7

Once approved, we will send you an electronic version of the rental contract, or have it mailed to your email address. Please let us know your preference.

The date and event details are tentatively booked until payment in full is received. We strongly recommend making payment as soon as possible, as we receive many requests for services. Event booking is always on a first come first served basis and is not confirmed until payment has cleared. All communication must be in writing, delivered in person or by mail/e-mail.

Other Points to Consider

Considerate to Neighbours

We are located in a family friendly neighbourhood and do our best to maintain a great relationship with our neighbours. The nature of our business means that we do at times make some noise, but we sincerely do our best to minimize noise after 10pm. To achieve this, we ask that the patio doors remain closed and that persons using the patio and other outdoor areas do their best to keep noise levels down. We also ask that no music be played outside.

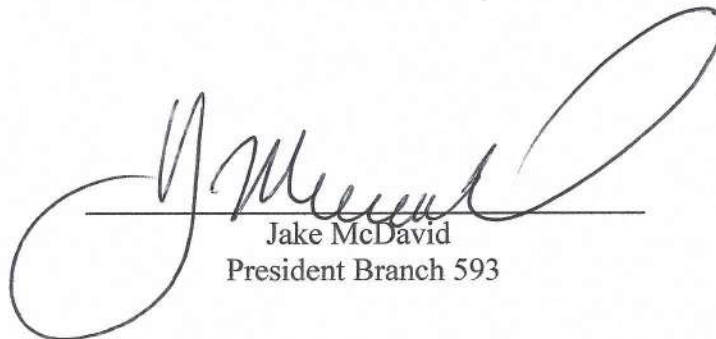
Be respectful

Please do not leave litter on our property, do not park on the grass, do not consume alcoholic beverages or consume cannabis in our parking lot. As a guest on our property and in our facility, be respectful of others and conduct yourself in an appropriate manner at all times.

The Bells Corners Legion is looking forward to hearing from you! If you have any questions or concerns, please e-mail legionbellscorners@gmail.com. In the event you have a question not addressed here, our Branch President may be reached at 613-591-5561. Please remember that our Branch is managed by volunteers that are often engaged in activities not related to the Branch, and that communication may be slower than anticipated. Be patient, we will get back to you! Our mission is to serve Veterans, including serving military and RCMP members and their families, to promote Remembrance, and to serve our communities and our country.

This document was approved at a General Membership Meeting by motion and passed.

September 15, 2025



Jake McDavid
President Branch 593

Suggestions of any changes are to be provided to the Branch President