

## Portage Industrial Exhibition Association

Box 278, Portage la Prairie, MB, R1N 3B5  
Phone: (204) 857-3231 Fax: (204) 239-1701  
Email: [info@portageex.com](mailto:info@portageex.com)

### Rental Terms and Conditions for the Office Boardroom (2 pages)

Name of Person/Organization \_\_\_\_\_  
Ph# \_\_\_\_\_ Fax# \_\_\_\_\_  
Contact Person \_\_\_\_\_ Ph# \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Purpose of Rental \_\_\_\_\_ Liquor Y \_\_\_\_\_ N \_\_\_\_\_  
Date(s) \_\_\_\_\_ Hrs \_\_\_\_\_ to \_\_\_\_\_  
Comments/Requests \_\_\_\_\_

#### Fee Agreement

Basic Hall Rent (use of kitchenette included) Circle appropriate fee.

\$156 + GST

\$170 + GST if alcohol is being served

- permit, bartender, cups, mix & ice provided by the renter

Total Fee \$ \_\_\_\_\_

25% Non-Refundable Deposit/Day \$ \_\_\_\_\_

Balance Owing \$ \_\_\_\_\_

1. **Licensed Events** – an Occasional Permit is required for all events where alcohol is being consumed. This permit must be obtained by the Renter and a copy be provided to staff prior to event and will be posted during the event. It is the responsibility of the Renter to be familiar with and abide by the LGA (Liquor and Gaming Authority of Manitoba) rules and regulations. Closure of the event by liquor inspectors will not result in refund of any rental fees.
2. **Damages and Liability** – the Renter accepts responsibility for all damages (includes extra clean-up of floors or walls), destruction or theft of property and injuries that may occur while using

the facility as well as any damages that occur to the Portage Industrial Exhibition Association premises by those attending the event. All damages or losses will be billed to the Renter.

3. **Set-up and Decorating** – to take place the day of the event (building is available at 9 am); other arrangements may be possible depending upon building availability. The Renter is responsible for set-up of tables and chairs. Decorations – no confetti, all balloons must be secured, no pins/tacks/tape (**'fun tack' or painter's tape only**), no open candles (all candles must be contained in an appropriate holder). All decorations must be removed immediately after the event.
4. **Clean-up** - Tables must be cleared (garbage, table clothes, etc.) and washed at the end of the event; tables can remain in place, chairs should be stacked. Garbage on the floors (cups, food, etc) must be picked up and put in garbage bags. Garbage bags are provided (in back storage room). All garbage must be put in the outside (east) garbage dumpster.
5. **Responsibility** – It is the responsibility of the Renter to be familiar with and abide by the guidelines contained in this agreement. The Renter accepts responsibility for and agrees to pay for the replacement or repair costs of any and all damages that may occur due to their actions or the actions of persons attending their function, for the duration of the rental period.

**The Renter agrees to all provisions set out in the Rental Terms and Conditions.**

Accepted and agreed to:

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Print name and/or Organization

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Signature (s) and date