

# Portage Industrial Exhibition Association

Box 278, Portage la Prairie, MB, R1N 3B5  
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## 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:

[ ] \$200.00 + GST

[ ] \$225.00 + GST if alcohol is being served

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

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

Less \$50.00 Non-Refundable Deposit per Day: \$ \_\_\_\_\_

Balance Owing: \$ \_\_\_\_\_ **Balance owing is due 30 days prior to the event date.**

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 LGCA (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.

**To obtain a permit, go to [mylgca.ca](http://mylgca.ca)** – click on ‘Apply for Liquor Permit’ – after reading, click continue at bottom to apply for permit. The Boardroom name in the LGCA data base is called ‘Portage Industrial Ex-Admin Bldg’ Hall number 211702.

2. **Food & Food Related Products at events/functions** –

The kitchenette off the Board room is **NOT** permitted for cooking or heating up foods. A temporary food permit may be required for events that will have the public attending and where food is provided and/or sold for those attending.

Renters accept responsibility and all liability for any issues/problems of those in attendance arising from the event/function related to food and food related products provided for the event. The public health protection office strongly advises all food and food related products be obtained from an approved food source.

3. **Damages and Liability** – The Renter accepts responsibility for all damages (includes extra clean-up of floors, walls, washrooms, kitchenette, back room), 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.
4. **Set-up and Decorating** – To take place the day of the event (building is available at 8:30 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.
5. **Clean-up** – Tables: must be cleared (garbage, table clothes, etc.) and wiped if obvious spills at the end of the event. Tables remain in place. Chairs: 25 (or less if event smaller) should be stacked at the sides of the room, and the remainder returned to the back storage room, lined up neatly in the area found. Do not stack chairs higher than 5 per stack. Garbage on the floors (cups, food, etc) must be picked up. Extra garbage bags are under the bag in use in the garbage cans. If more needed, they are stored in the back room. **All garbage must be put in the outside (east) garbage dumpster.**
6. **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.**

**Health Orders**

All renters of buildings or property of the Portage Industrial Exhibition Association must comply with current Manitoba Health Orders.

All renters are responsible to be aware of current protocol and regulations as they pertain to their event.

If applicable, all events that must obtain approval to proceed from the local or provincial Health Protection office must show proof of approval a minimum of ten days prior to the event start.

If applicable, any permits required for an event must be forwarded to the office of the Portage Industrial Exhibition a minimum of ten days prior to the event start.

**I acknowledge that the above information regarding Health Orders has been read and understood.**

Renter signature:   X\_\_\_\_\_  

Date: \_\_\_\_\_

**Rental Terms and Conditions accepted and agreed to:**

  X\_\_\_\_\_  

Print name and/or Organization

  X\_\_\_\_\_  

Signature (s) and date