

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 = \$210.00

[] \$225.00 + GST = \$236.25 (if alcohol will be present)

- 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 the 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 a refund of any rental fees.

To obtain a permit, go to mylgca.ca – click on ‘Apply for Liquor Permit’ – after reading, click continue at bottom to apply for permit. The Boardroom name in the LGCA database 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 food. 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. **All events cooking/BBQ outside at their event must complete the Temporary Food Permit. Link: <https://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/tempfood.pdf>**

All questions and the completed permit application are to be forwarded to healthprotection@gov.mb.ca.

