



Portage Industrial Exhibition Association

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

Phone: (204) 857-3231 Fax: (204) 239-1701

Email: 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

Base room rental – no liquor \$200.00/day \$_____

Base room rental – with liquor – permit required – see #1 below
(Renter supplies bartender, cups, mix, ice etc) \$225.00/day \$_____

Green space with room rental <100 people \$50.00 \$_____

Green space with room rental >101 people \$100.00 \$_____

Subtotal \$_____

GST 5% \$_____

TOTAL FEE \$_____

Less nonrefundable damage deposit \$50.00 \$_____

Balance Owing (Due 30 days prior to 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.

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** – Tables and chairs are **NOT** to be taken outside the building. 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 the event is 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. Renter accepts responsibility for and agrees to pay for the replacement or repair costs of all damages that may occur due to their actions or the actions of people attending their function, for the duration of the rental period. **Failure to follow opening/closing procedures and the disarming/arming of the alarm system will result in a \$45.00 security charge.**
7. Portage Industrial Exhibition property is under 24 hour video surveillance.

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 for being aware of the 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 date.

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 _____

X _____

Print name and/or Organization

Signature (s) and date

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