



## RENTAL AGREEMENT

I/ CONTACT INFORMATION					
Name of Organization/ Person/Event		Fax Number			
		Email			
Non-profit Number		Billing Address			
Contact Person		Postal Code			
Phone Number					
II/ EVENT INFORMATION					
Event Date(s)		Event Set-Up Date			
Event Start and End Time		Number of People Attending			
Type of Function	<input type="checkbox"/> Wedding	<input type="checkbox"/> Convention	<input type="checkbox"/> Meeting	<input type="checkbox"/> Birthday	<input type="checkbox"/> Other: _____
III/ FACILITY BOOKED					
<input type="checkbox"/> MAIN HALL			<input type="checkbox"/> OPTIMIST CENTRE		
<input type="checkbox"/> MAIN HALL_BAR			<input type="checkbox"/> PIONEER LOG HOUSE		
<input type="checkbox"/> MAIN HALL_KITCHEN ONLY			<input type="checkbox"/> ARCHIE ANDERSON PAVILION		
<input type="checkbox"/> EAST ROOM			<input type="checkbox"/> GROUNDS		
<input type="checkbox"/> WEST ROOM			<input type="checkbox"/> BARNs & RINGS		
<input type="checkbox"/> BOARD ROOM			<input type="checkbox"/> MISCELLANEOUS		
<input type="checkbox"/> MAIN ENTRANCE (FOYER)			<input type="checkbox"/> GRAND STAND		
Rental Requirements (Additional Information)					

**IV/RENTAL DETAILS**

**Music and Catering Plan**

Music		Catering	
<input type="checkbox"/> Band	<input type="checkbox"/> DJ	Company Name	
Contact Name		Contact Person	
Phone Number		Phone Number	

**Liquor and Beverage**

Corkage <input type="checkbox"/> <i>(mandatory when serving alcohol)</i>	Coffee <input type="checkbox"/>		
Pop Tanks <input type="checkbox"/>	*Coffee Urn <input type="checkbox"/>		
Continuous Coffee & Water <input type="checkbox"/>	<input type="checkbox"/> 32 cup	<input type="checkbox"/> 100 cup	
Continuous Coffee, Juice, Water, Pop, and Ice <input type="checkbox"/>	Cups or Lids <input type="checkbox"/>		
	Quantity		Size

**Table Requirements**

Tables ( <i>wooden, rectangular</i> ) <input type="checkbox"/>			*Linen Tablecloths <input type="checkbox"/>		
Size	<input type="checkbox"/> 6 foot	<input type="checkbox"/> 8 foot	Color	<input type="checkbox"/> white	<input type="checkbox"/> color (limited colors):
Quantity			Quantity		
*Tables ( <i>round</i> ) <input type="checkbox"/>			*Linen Napkins <input type="checkbox"/>		
Quantity:			Color	<input type="checkbox"/> white	<input type="checkbox"/> color:
Chairs ( <i>plastic</i> ) <input type="checkbox"/>			*Vinyl Table Top (white) <input type="checkbox"/>		
Quantity:			Quantity		
Plastic Tablecloths (white) <input type="checkbox"/>			Quantity:		
Quantity:					
Table Skirting (Silver) <input type="checkbox"/>					
Quantity:					

**Miscellaneous Equipment**

Stage <input type="checkbox"/> <i>(4' x 8' / section, 16 sections max.)</i>		Risers for Stage <input type="checkbox"/> <i>(4' x 8' / section, 16 sections max.)</i>	
Number of Section		Number of Section	
*Mobile Stage (30' long x 16' wide) <i>Delivery &amp; set up included.</i>		*Projector Screen <input type="checkbox"/>	
<i>Out of town rentals are not available due to insurance.</i>		<input type="checkbox"/> 6 foot	<input type="checkbox"/> 8-1/2 foot
Bleachers <input type="checkbox"/>		*LED Projector <input type="checkbox"/>	
*Podium <input type="checkbox"/>		*Dry Erase Board with Markers <input type="checkbox"/>	
*Flip Chart with Markers <input type="checkbox"/>		*Power Box <input type="checkbox"/>	
*Display Easel <input type="checkbox"/>		*Barbecue (commercial size) <input type="checkbox"/> <i>(Propane Tank must be returned full or \$50.00 charge)</i>	
*Wireless Internet Access <input type="checkbox"/>		*Wireless Handheld Microphone <input type="checkbox"/>	
*Wireless Headset <input type="checkbox"/>		*Sound System (BOSE) - 1 speaker <input type="checkbox"/>	
*Crown & Anchor Wheel <input type="checkbox"/>		*Roulette Tables <input type="checkbox"/>	
*Money Wheel <input type="checkbox"/>		*Blackjack Tables <input type="checkbox"/>	

\*\*\*Asterisk (\*) items DO NOT leave PAEX Grounds\*\*\*

**Other Equipment**

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**Tradeshow Event Curtains (Silver or Royal Blue)**

*(Renter pays delivery, set-up, take-down and pick-up. Charge is \$30 per man hour, minimum charge of one hour)*

<b>8'H x 10'W Sections <input type="checkbox"/></b>	<b>3'H x 10'W Sections <input type="checkbox"/></b>
Quantity:	Quantity:
<b>8'H x 10'W Booth Rental <input type="checkbox"/></b>	<b>Booth Frame (no curtains) <input type="checkbox"/></b>
Quantity:	Quantity:

**FOR OFFICE USE**

<b>Room Rental Rate Quoted</b>		<b>Final Payment</b>				
<b>GST</b>						
<b>Total</b>		<b>Amount</b>				
<b>Room Rental - Day Before Event</b>		<b>Invoice No.</b>				
<b>Room Rental - Day After Event</b>		<b>Receipt No.</b>				
<b>Booking Deposit Paid</b>		<b>Method of Payment</b>				
<b>Receipt No.</b>		<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input type="checkbox"/> Cheque	<input type="checkbox"/> MC	<input type="checkbox"/> Visa
<b>Damage Deposit Paid</b>		<b>Credit Card No.</b>				
<b>Receipt No.</b>		<b>Expiry Date</b>				
<b>Key Deposit Paid</b>		<b>Name on Card</b>				
<b>Receipt No.</b>						

**RESPONSIBILITIES OF THE RENTER**

- In charge of the event catering in all respects
- In charge of the DJ or Band in all respects
- In charge of purchasing own liquor, obtaining the required Liquor Permit, and abiding by all regulations outlined in the agreement
- In charge of arranging for qualified bartenders (may request that PAEX provide bartenders)
- Arrange for adequate bona fide bonded security if required
- In charge of removing decorations, cleaning tables, and bagging garbage

**RESPONSIBILITIES OF THE PAEX**

- Room set-up for event
- Event staff available as needed (to maintain facilities, open and close)
- Room taken down, garbage removal, and general clean-up
- Will contract bartender and run bar (optional)

## RENTAL TERMS AND CONDITIONS

1. The Prince Albert Exhibition Association (hereafter known as PAEX) reserves the right to determine the suitability of any event in each facility.
2. The PAEX requires that all renters must carry insurance which includes public liability, liquor liability, fire, theft, vandalism, etc.
3. The renter shall obtain permission from PAEX for decorating restrictions, and to install any additional fixtures, equipment, etc. and will be responsible for the removal of same. All candles and open flame devices used at tables must be held in totally no-combustible holders and designed so that if accidentally knocked over, the flame will not come in contact with any combustible material such as tablecloths (Fire Prevention Bylaw).
4. All set-up requirements must be finalized with the PAEX office staff 7 business days prior to your event, unless other arrangements have been made in writing and approved.
5. **PAEX does not guarantee the renter access to the facility the day prior to their rental for decorating or set up purposes. If the renter wants to set up the day before, the renter will be required to pay rent in accordance with the PAEX rental schedule.**
6. PAEX will open and close premises once per day of the event. Renter will be charged \$100.00 per open and close in excess of one open and close.
7. **Upon making a booking, a deposit of 50% (minimum \$150) of room rental is required. The balance of the rental including room(s), corkage, etc. is due prior to the event date.**
8. The renter will be invoiced upon booking. Payments can be made by credit card, debit card, cheque, or cash. The renter will be asked for a credit card number at time of booking, to be retained on file.
9. Should the **event be cancelled**, the following guideline will apply:
  - a. **60 days' or more notice from date of event – full refund if room is rented to another customer by PAEX.**
  - b. **0 – 59 days' notice from date of event – no refund**
10. The renter is responsible for any damage done to the facility while in their possession and will be charged for all repairs required.
11. PAEX reserves the right to request a damage deposit of \$500.00 prior to the event day. The damage deposit will be refunded, only after a building review is conducted by PAEX staff. If the damage deposit is to be returned, the renter will receive it within two weeks following the event.
12. It is incumbent upon the renter to ensure compliance with capacity limitations as posted in the room being rented.
13. **For daily rentals, the facilities will be available from 8:00 a.m. to 3:00 a.m. Failure to vacate the premises by 3:00 a.m. will result in an additional \$100.00 charge per hour.** PAEX reserves the right to determine rental hours outside of the regular daily rental guideline.
14. At the end of the rental, the renter is responsible to remove all decorations, alcohol, empty containers, and any other items related to their event, and ensure that the hired caterer, DJ or band also have all equipment and belongings removed upon vacating the facility. If this is not abided by, the renter will be invoiced for all extra expenses incurred. There are no exceptions to this condition, without written approval by PAEX office staff 7 days in advance of the rental date.
15. PAEX is not responsible for any personal belongings left in the facilities; however, any found items will be turned into our office.
16. The PAEX shall retain the right to cause the interruption of any performance in the interest of public safety, and to likewise cause the termination of such performance when in the sole judgement of the PAEX it is necessary to do so, or in the interest of public safety, and the renter hereby waives any claim for damages or compensation from the PAEX in such event.
17. All events that serve alcoholic beverages are required to purchase corkage from PAEX. It is the responsibility of the renter to provide corkage numbers to the PAEX office a minimum of 7 days prior to the event start date. Liquor permit and liquor receipt must be posted in the room by the renter (in conjunction with SLGA regulations).
18. PAEX will contract a certified bartender, and run the bar, at the request of the renter. In this case, all proceeds from the bar will be the property of PAEX.
19. In the event that alcohol is being served, renter must hire licensed and bonded security guards for the duration of the time posted on the liquor license. At least one guard per 100 guests. Last call is to be at 1:30 a.m. Failure to vacate the premises by 3:00 a.m. will result in a \$100 per hour additional charge.
20. The renter shall be responsible to ensure their hired caterer leaves the kitchen in the same condition as it was when the caterer arrived. If PAEX staff are required to clean any areas or appliances in the kitchen, a cleaning charge will be added to the final bill.
21. The renter agrees to maintain all fire exits and access to fire equipment. The renter agrees to keep all fire lanes clear.
22. PAEX maintains the right to adjust facility rentals and fees for service rates.
23. Renter must request written permission to use PAEX logos for advertising purposes.
24. It is agreed that any matters not expressly provided for in this agreement will be decided and dealt with at the sole discretion of the PAEX.
25. The renter hereby agrees and obligates itself to save harmless and indemnify the PAEX against any and all claims, liabilities, demands, damages or rights or causes of action, whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises.
26. Please read the contract, sign and return the document to PAEX, P.O. Box 1538, 815 Exhibition Drive, Prince Albert, SK S6V 5T1, immediately upon receipt.

I, \_\_\_\_\_, have reviewed the rental terms and conditions with the PAEX employee,  
\_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_. I am in agreement to be responsible to adhere to all rental  
terms and conditions, as set forth in the Rental Contract with the Prince Albert Exhibition Association.

\_\_\_\_\_  
RENTER'S SIGNATURE

\_\_\_\_\_  
PAEX EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
Date