

Exhibition Centre Rental Agreement – BOARDROOM

Revised Feb 2026

\$150/day (full payment required upon booking)

Date Booked: _____ Staff Initials: _____ Rental Date(s): _____

Name of Organization/Person: _____ Email: _____

1st Contact Person: _____ Ph # (H): _____ Ph # (C): _____

2nd Contact Person: _____ Ph # (H): _____ Ph # (C): _____

Billing Address: _____ P/C: _____

Type of Function (Please check one below)

_____ Trade Show _____ Convention _____ Meeting _____ Other **# of people:** _____

Additional Info:

*** If additional waste management is required, will be charged @ cost to the renter. ***

For example: If all 3 waste bins are full with waste from your event, you will be billed accordingly.

TAXES CHARGED ON ALL ITEMS		Please complete the following	
Music Band or DJ	Contact: _____ Ph. #: _____		
Catering and Servery	Company: _____ Contact: _____ Ph. #: _____		
Curtains ☐ 8' _____ ☐ 3' _____ \$20/Section	Booth Rental _____ booths		
Tablecloths \$10 EACH + TAXES	☐ Yes ☐ No Color: _____ Qty: _____ Round _____ Rectangle _____		
Napkins \$3 EACH + TAXES	☐ Yes ☐ No Color: _____ Qty: _____		
Table Skirting (silver) \$10 EACH + TAXES	☐ 6' Table _____ ☐ 8' Table _____		
Vinyl Table Top (white) \$10 EACH + TAXES	☐ 6' Table _____ ☐ 8' Table _____		
Coffee / Tea /Cups ONLY \$2.50 PER PERSON	☐ Yes ☐ No		
Coffee Urn	☐ Yes ☐ No 32 cup ☐ or 100 cups ☐		
Corkage \$4 PER PERSON.	☐ Yes ☐ No Includes Coffee, Tea, Juice, Pop & Ice, Cups, and more	MANDATORY FOR ALL EVENTS	
Soda Fountain - MAIN HALL ONLY	Soda fountain in Main Hall only. All other halls will have 2L Bottles of soda. Coca-Cola products.		
Security \$30/PER HOUR/PER GUARD	☐ Yes ☐ No If yes, arranged by ☐ Renter or ☐ PAEX?	*Mandatory for events serving alcohol	
Sound System (1 speaker) \$125 + TAXES	☐ Yes ☐ No 1 BOSE Speaker with Mic.		
In-house Sound System - MAIN HALL ONLY	☐ Yes ☐ No COMES WITH 1 MIC - \$50.00		
Stage \$35 PER SECTION	☐ Yes ☐ No Each section is 4x8 feet. # of sections: _____		

NOTE: Renters must provide a credit card for pre-authorization to secure item(s) before renting. Renter will be charged replacement cost for any item deemed lost or damaged.

NAME ON THE CARD:

MC# _____ Exp. _____

VISA# _____ Exp. _____

*** Renters must clean off tables, dispose of liquids down the drain, do not put liquid in the garbage, tie off garbage bags and remove personal items at the close of the event. If cleaning is unsatisfactory a charge of \$250. will apply.

***All unopened corkage items, cups, and supplies must remain on-site and be left with us after the event.**

GST CHARGED ON ALL HALL RENTALS



- 1.** The Prince Albert Exhibition Association (hereafter known as PAEX) reserves the right to determine the suitability of any event.
- 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. No open flame devices used (As in accordance with 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. In the event no instruction is provided renter is responsible for their own set up.
- 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.** **To confirm a booking, a minimum \$500.00 deposit is required for the main hall. The balance invoice is due prior to the event date, otherwise the facility will not be accessible and available to the renter. NOTE: Large events are required to pay a higher deposit.**
- 7.** The renter will be invoiced upon booking. Payments can be made by credit card, debit card, cash or e-transfer to paex@sasktel.net
- 8.** Should the event be cancelled, the following guideline will apply:
 - a. 60 days or more notice from date of event - full refund less a \$50.00 admin fee.**
 - b. 0-59 days notice from date of event - no refund**

- 9.** The renter is responsible for any damage done to the facility while in their possession and will be charged for all repairs required.

ABSOLUTELY NO TAPE WILL BE USED ON THE WALLS OR FLOORS

- 10.** A damage deposit of \$500.00 is required prior to the event day. The damage deposit will be released or refunded, only after a building review is conducted by PAEX staff. The damage deposit is typically done by the pre-authorized credit card method.
- 11.** Any damages over and above \$500.00 the renter will be billed.
- 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 \$200.00 charge per hour.** PAEX reserves the right to determine rental hours.
- 14.** At the end of the rental, the renter is responsible to secure all doors, remove all decorations, clean tables (as per PAEX rental information). Ensure that the hired caterer, DJ or band removes all equipment and belongings removed before vacating the facility. If this is not abided by, the renter will be invoiced for all extra expenses incurred.
- 15.** PAEX is not responsible for any personal belongings left in the facilities.
- 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.** **PAEX has exclusive agreements with Coca-Cola Beverages Canada.**
- 18.** **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).**
- 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. One guard is required for every 100 guest. Last call is to be no later 1:30 a.m. Failure to vacate the premises by 3:00 a.m. will result in a \$200 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 a clear path for fire exits.
- 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.** Renters have the option of supplying their own certified Bartender or negotiate terms with the PA Ex to provide. The bartender(s) must have their Serve It Right Certificate and display it on the wall in the bar.
- 27.** GST to be applied to all Rental Rate and GST & PST applied to all equipment rentals.
- 28.** If you are given a key to the facility it MUST be returned immediately after the event or alternate arrangements made.
- 29.** If the Key is not returned there will be a \$100.00 charge.
- 30.** 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 or by email to PAEX@sasktel.net – please include your method of payment for deposit.

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.

_____ PA Ex _____ Renters _____ Date

21.5 ft

SINK, SERVING AREA



37.5 ft

BOARD ROOM

DOORS

TROPHY
CABINET

Please draw out on your floor plan exactly how many tables and chairs you require, so we can set the room up accordingly. We have both round and rectangular tables available, and each table seats up to six guests.

PAEX Corkage Selection

MANDATORY

Produce

- ☐ Limes
- ☐ Lemons
- ☐ Celery

\$4.00 per person

Check off what you need and it will be ready for you.

Juices / Milk / Mixes

- ☐ Orange Juice
- ☐ Clamato
- ☐ Lime Juice
- ☐ Cranberry Juice
- ☐ Milk
- ☐ Tonic Water
- ☐ Club Soda

Misc Items

- ☐ Tabasco sauce.
- ☐ Worcestershire
- ☐ Cesear Rimmer salt
- ☐ Ice How many bags: _____
- ☐ Cups ☐ Hot ☐ Cold

POP 2L BOTTLES

- ☐ Coke
- ☐ Diet Coke
- ☐ Sprite
- ☐ Ginger ale
- ☐ Root Beer

COFFEE/TEA

- ☐ Coffee & Tea Urns/grounds/tea bags

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