

Exhibition Rental Agreement – PIONEER LOG HOUSE

Revised Feb 2026

Monday-Thursday...\$175/day, Friday-Sunday...\$225/day* *GST CHARGED ON ALL HALL RENTALS*

Today's Date: _____ 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) **# of people:** _____

____ Wedding ____ Convention ____ Dine & Dance ____ Meeting ____ Trade Show ____ Other

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

Please note that by selecting some of the following options your invoice is to change as there is costs associated with some. Will be noted with **

Catering

Company: _____ Contact: _____ Ph. #: _____

Tables:

Round # _____ ☐ 6' Table # _____ ☐ 8' Table # _____

**Bundle of Wood for fireplace \$20

☐ Yes ☐ No

**Tablecloths \$10 each

☐ Yes ☐ No Color: _____ Qty: _____

**Napkins \$5 each

☐ Yes ☐ No

**Vinyl Table Top (white) \$5

☐ Yes ☐ No ☐ 8' _____ ☐ 6' _____

**Table Skirting (silver) \$10

☐ Yes ☐ No ☐ 8' _____ ☐ 6' _____

Coffee Urn

☐ Yes ☐ No **32 cup or 100 cups

**Corkage \$4.00 per person

☐ Yes ☐ No Includes Coffee, Tea, Juice, Pop & Ice, Cups, and more

**Pop (Included with corkage)

Coke _____ Diet _____ Sprite _____ Ginger Ale _____ Root Beer _____

**Bose Speaker Rental (1) \$125.00

☐ Yes ☐ No 1 BOSE Speaker with Mic.

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.

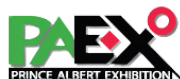
VISA#

Exp.

FULL PAYMENT REQUIRED TO BOOK THIS HALL

***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.**

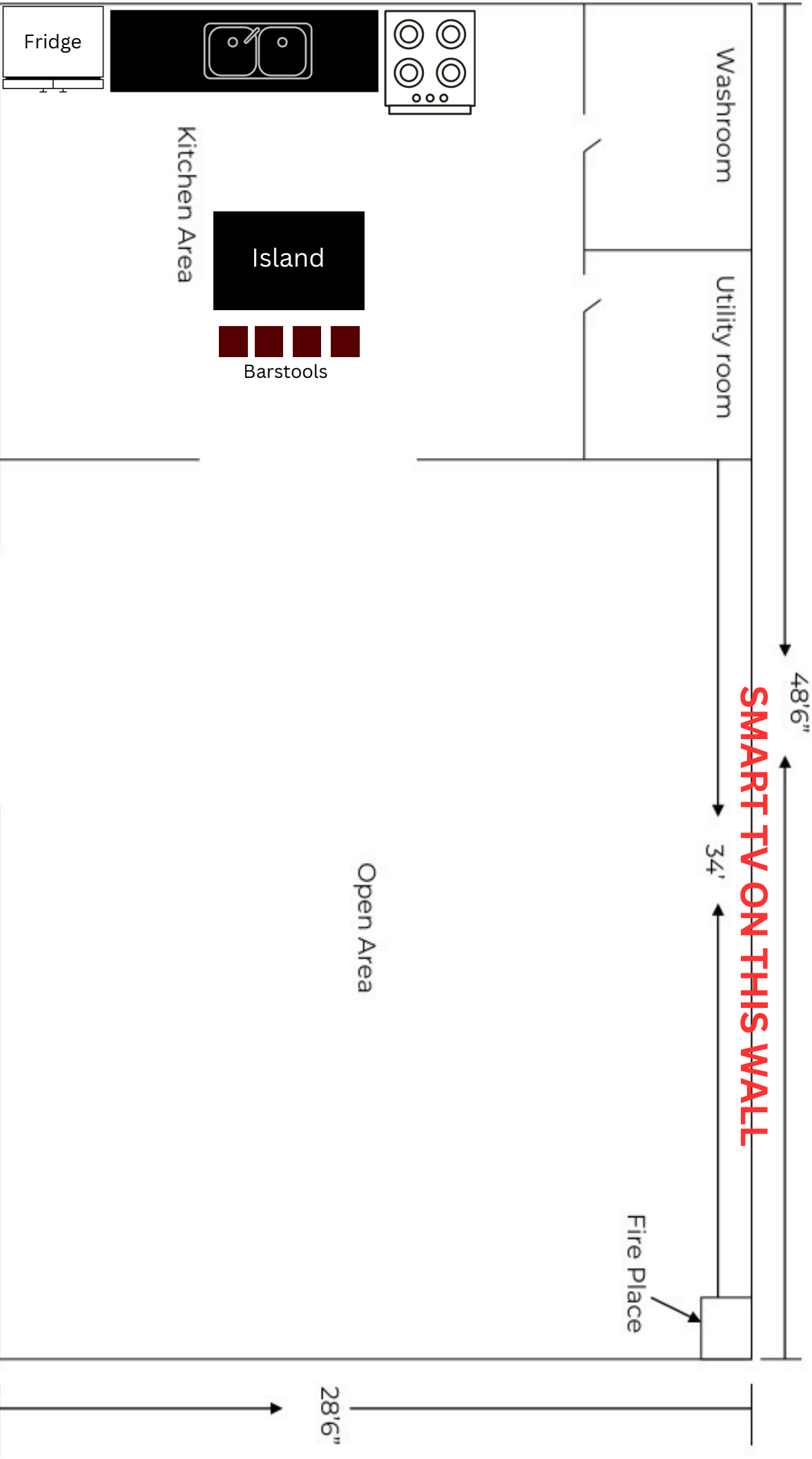


- 1.** The Prince Albert Exhibition Association (hereafter known as PAEX) reserves the right to determine the suitability of any event.
- 2.** The PAEX requires that all renters must carry insurance which includes public liability, liquor liability, fire, theft, vandalism, etc.
- 3.** The renter shall 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 paexpay@gmail.com
- 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 \$100.00 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, alcohol, empty containers, and 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; however, any found items will be turned into the 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.** **PAEX has exclusive agreements with Coca-Cola Beverages Canada.**
- 18.** 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.
- 19.** The kitchen in the log house has an inventory list, items missing will result in extra charges to the renter.
- 20.** The renter agrees to maintain all fire exits for access to fire equipment. The renter agrees to keep all fire lanes clear.
- 21.** PAEX maintains the right to adjust facility rentals and fees for service rates.
- 22.** Renter must request written permission to use PAEX logos for advertising purposes.
- 23.** 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.
- 24.** 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.
- 25.** 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.
- 26.** GST to be applied to all Rental Rate and GST & PST applied to all equipment rentals.
- 27.** If you are given a key to the facility it MUST be returned immediately after the event or alternate arrangements made.
- 28.** If the Key is not returned there will be a \$100.00 charge.
- 29.** 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





SMART TV ON THIS WALL

LOG HOUSE

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

OPTIONAL

Produce

- ☐ Limes
- ☐ Lemons
- ☐ Celery

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

\$4.00/PER PERSON

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

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

