



**Manitoba Indigenous Cultural Education Centre  
119 Sutherland Ave, Winnipeg, MB**

**MAIN SPACE/BOARDROOM RENTAL AGREEMENT**

**Event Information**

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Rental Space, dates and times requested:

Main Space \_\_\_\_\_ Boardroom \_\_\_\_\_

**Client(s)/Corporation Information**

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Rental Space Fees:**

<b>Space</b>	<b>Per Hour</b>	<b>Half Day (4hrs)</b>	<b>Full Day (8hrs)</b>
Boardroom	\$75x _____ hrs	\$175x _____ ½ days	\$300x _____ days
Main Space	\$250x _____ hrs	\$500x _____ ½ days	\$750x _____ days
			Total: _____

Payments should be made to:

Manitoba Indigenous Cultural Education Centre  
119 Sutherland Ave  
Winnipeg, MB R2W 3C9

Cash, check, EMT and major credit cards are accepted.

\*Signing this agreement acknowledges that all parties have read, understand, and agree to the information and expectations outlined in the Rental Space Information Form and Main Space/Boardroom Rental Agreement.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged and Agreed by Manitoba Indigenous Cultural Education Centre: \_\_\_\_\_ Date: \_\_\_\_\_



## Rental Space Information

### CATERING

MICEC has a full kitchen that is available for use. MICEC does not provide catering for any event.

### CAPACITY

**Boardroom** - 10- 12 people

- Boardroom table with 8 executive chairs plus room for more chairs in room.
- Includes television with Chromecast and HDMI connection, Keurig coffee maker (must provide own pods), sink, small fridge and microwave.

**Main Space** - 20-25 people

- Includes setting up chairs and tables.
- Includes use of kitchen, fridge, Keurig coffee maker (must provide own pods), sink, oven, and microwave.

### BOOKING RATES

**An additional fee of \$125.00 will be added to rate for hours after 4:30pm.**

Space	Per Hour	Half Day (4hrs)	Full Day (8hrs)
Boardroom	\$75	\$175	\$300
Main Space	\$250	\$500	\$750

### BUILDING ETIQUETTE

MICEC will be in a clean condition prior to your event. The renter is required to return the space to the same clean condition in which it was found. Please be mindful of the art and artifacts in the building as they are valuable assets to MICEC, touching or moving the art and artifacts is strictly prohibited. Outdoor footwear is not permitted within the facility, you may bring nonabrasive footwear, however, cotton slippers are available to borrow. Any damage costs to the building or contents of the building will be the responsibility of the renter.

### ENTRY AND EXIT

Renter agrees that MICEC staff may enter and exit premises during the event. A team member from the Manitoba Indigenous Cultural Education Centre will be available during your entire event and may be checking periodically with the responsible parties to ensure everything is operating correctly.