



Manitoba Beef & Forage Initiatives Inc.

220-530 Century Street
Winnipeg, MB
R3H 0Y4
www.mbfi.ca

Learning Centre Rental Agreement

All rental agreements subject to change to follow current public health restrictions on the day on the rental. Rental of facility is restricted to agriculturally related meetings and events. Partners and sponsors of MBFI Inc., as well as youth organizations, will be given priority and may be eligible for discounted rates in booking reservations. For use of the MBFI livestock handling facility or grounds a separate agreement is required.

Learning Centre location:

107099 Provincial Road 353 (Brookdale Road), ½ mile East from HWY #10

Requested Rental Date: _____
Purpose of Booking: _____
Name of Organization: _____
Physical Billing Address: _____
City / Postal Code: _____
Contact Person: _____
Phone _____ Email: _____

Pre-booking is required – Please indicate your booking needs

Learning Centre Rates

Full Day Rental: _____ \$ 250 (More than 4 hours)
Half Day Rental: _____ \$ 125 (4 hours & under)
Before / After Hours: _____ \$ 25 / hour
Coffee / Tea Service: _____ \$ 20
Total Estimated Cost: _____ *Listed prices do not include applicable taxes*
Damage Deposit: \$ 250
Services included: Wireless internet, LCD projector, screen, and sound system

Hours of Operation: Monday – Friday 8:00 a.m. to 4:30 p.m.
Weekends & Holidays 9:00 a.m. to 1:30 p.m.

Arrival / Set up Time _____ Departure Time _____
Number of Attendees: _____ Maximum capacity of 75 people

Room Layout (check): **Total of 13 Tables – 8 feet long (No round tables available)**

Seating capacity listed does not include social distanced seating arrangement. To follow public health restrictions seating plans to be determined in consultation with MBFI

Theatre style (chairs only) – Capacity 75
U-Shaped – Seating capacity 27
Square – Seating capacity 36
Classroom – Seating capacity 36 (3 chairs / table)
Banquet – Seating capacity 72 (6 chairs / table)
Registration Table
Snack / Lunch Table

The following terms and conditions apply to all rental agreements:

- All rental agreements subject to change to follow current public health restrictions on the day on the rental. Renters are responsible to ensure compliance with all public health orders.
- Catering is not provided through MBFI. Renters are welcome to make arrangements with caterers to bring food into the facility. Renters are to provide all their own supplies for food, drinks, and meeting needs. Recommendations can be made available if needed.
- The Learning Centre comes equipped with a non-commercial kitchen area. Area includes a fridge, stove, microwave, double sink and dish washer.
- The Learning Centre building is disabled friendly. Three single occupancy washrooms are available in the back of the building.
- All MBFI buildings and grounds are smoke and vapor free areas.
- Facilities are to be left in the same condition as arrival. Disposable plates, cups, napkins, leftover food, etc. are to be placed in the respective collection bins (garbage or recycling) prior to departure.
- The MBFI staff must be contacted, and approval given for renters to make changes to building climate control and audio-visual controls.
- Free parking is available directly East of the Learning Centre. The parking area is not paved and there are no electrical outlets available.
- Decorations, posters, tacks, or adhesive hooks etc. are prohibited from MBFI Buildings.
- Renters agree to responsibility for any damages to the facilities, fixtures, and / or contents. All damage must be reported to MBFI staff immediately. Renters are expected to cover all financial costs associated with repairs and / or replacement of damage to the facility itself and / or to the contents held within. Costs associated with excessive cleanup will be billed at \$50/hour.
- Booking payment and a damage deposit (\$250) is required in advance of event.
 - Invoice will be emailed to you.
 - Please make cheques payable to: Manitoba Beef & Forage Initiatives Inc.

I, _____ (Please Print), have read this rental agreement and agree to abide by it.

Signature _____

Date _____

Please return all pages of this agreement in order to initiate the booking process

MBFI staff will be in touch to follow up on any questions and to confirm the booking

Phone: (204) 761-3300

Email to: admin@mbfi.ca

Mail to: Box 81 Site 520 RR5, Brandon MB R7A 5Y5

MBFI Office Use Only

Date Received: _____

Confirmed: _____

Discount Rate & Rationale: _____