



PHONE: 780-898-1707
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RENTAL AGREEMENT

Event: _____ Date of event: _____

Representative / Contact person: _____

Daytime Phone: _____ Cell or other phone: _____ e-mail _____

Address _____

Date of Use _____ From _____ to _____

Estimated # plates req'd: _____ Confirmed # plates req'd: _____

Doors open / cocktails @ _____ Dinner @ _____

If the reception be held at the Max (weddings) what will be the time: _____

For catering please contact the Max's exclusive caterer **Pretty Pink Catering – Haley Bradley at 1-780-965-7544** – menus are available on www.draytonvalleymax.com

- Facility non-refundable deposit: \$500.00 (date & method paid _____) **If you are a graduate and taking advantage of the discount, the total cost of the Facility Rental is the non-refundable deposit.**
- Facility rental: \$700 (4 to 8 hours use, eg. 6 p.m. to 2 a.m.) FMHS Grads will receive 30% off of rental fee, if both bride and groom are graduates of FMHS they will receive 50% off of the rental fee. (deposit will be 50% of the total Facility Rental)
 - Plus \$55 / each additional hour or as a minimum hourly for events on *weekdays* only
 - Banquet service minimum rate of \$335 weekends up to 5-11 p.m. / 5 hrs. max.
 - Mezzanine level space: additional \$50 (if not used as part of banquet over 200)
- Extra rental fees (or you can provide your own):
 - o Table cloths \$5.00 for round tables of 6- number of tables _____
 - Circle color White or Black
 - o Head Table \$20.00 _____
 - o Specialty tables – guest book, cake, or register tables \$ 6.00 number of table _____
 - o Centerpieces to be decided upon consultation
 - o Napkins .50 per napkin # of napkins _____
 - *Napkin colo (please circle) : White, Blue, Green, Red, Gold, Black*
 - o Chair Covers - \$ 2.00 # of chairs _____

There is no extra charge for decorating if the wedding party is setting the linen on the table, putting on the chair covers etc, they will also be responsible for un-decorating at the end of the night. If they want The Max to put the table cloths, napkins, centerpieces and cutlery on the tables there will be a \$10.00 per table charge,

Chair covers will be .50 per chair, the Max will then be responsible for un-decorating at the end of the night as well.

- Complete bartending services: \$5.00 / drink (or ~\$20/ bottle wine)
- DJ with full digital light & sound & mic: \$800.00 (7 hrs) (provide suggested play list if possible)
- Light & Sound person for microphone use, basic lighting, & background music: \$50 / hour. (includes SOCAN fees)
- Portable Stage, Dressing Room & Curtain use: rates vary with requirements
- Other Special Instructions on reverse, in detail & verified prior to event
- Final confirmation 14 working days prior to event
- Conditions of use have been reviewed. Dates reserved more than 3 months in advance subject to revised rates/contracts where applicable. _____ GST is extra.

CONDITIONS AND REGULATIONS

1. **A MAX EMPLOYEE IS REQUIRED TO BE IN ATTENDANCE** at the MAX during all non-school functions.
2. **NO OUTSIDE CATERING SERVICES, FOOD OR ALCOHOL ARE PERMITTED.** Our buffet menu list is available, and the rates will be between Pretty Pink Catering and the lease. Other menu selections are possible. Give Pretty Pink Catering your theme and budget and they will create something unique if you'd like! Minimum buffet banquet number is 100 in most cases. A surcharge will apply for numbers under 100 and will be determined between the representative and Pretty Pink Caterers.
3. **THE SPONSORING ORGANIZATION OR THE USER SHALL:**
 - ❖ **Confirm your held date by paying the reservation deposit.** Other details may be dealt with at a later date, at least 2 months prior to the event is recommended where possible.
 - ❖ **Cancellation Policy:** \$500.00 deposit for the facility is non-refundable.
 - ❖ **Pay approx. 50% of the estimated final bill minus the damage deposit 14 working days prior to the event, along with confirmation of final dinner numbers, unless otherwise arranged.** Adhere to all policies appropriate to the function and the law, and assist in ensuring that their guests do the same
 - ❖ Assume full responsibility for any damage that may occur during the use of the MAX and adjacent areas of the school and property
 - ❖ Leave the facility in a reasonably clean and organized condition and in a timely manner, or an additional charge will apply (\$75 / hour overtime)
4. **THE MAX IS A NON-SMOKING FACILITY.** Smoking is only permitted outside the main MAX entry doors to the north (not outside kitchen doors)
5. Up to 2 hours access to the MAX is available for **decorating/set up** when required providing the school is already "open" with staff in place. If staff has to be brought in (e.g. summer / holidays) a **\$20 hourly charge** will apply, or for longer times.

- ❖ The manager & supervisor are not event planners, although we will endeavor to assist you in your preparations for a successful event.
- ❖ Refrain from using tape or tacks on the walls, or confetti of any type

NOTE: The Max provides a one stop opportunity for you to book the requirements of your Private Event, such as facility, chef/cook, bar, decorating and DJ to simplify your planning.

Signature of User Representative

Date

Signature of User Representative

Date

ESTIMATED COST WORKSHEET

	# needed	Cost per	Cost
Facility Rental Fee			
Wine for tables		\$20.00	
Table Cloths			
Napkins			
Centerpieces			
Chair Covers			
Decorating fee per table			
Decorating fee for Chair covers			
DJ			
Tech			
Other			
Subtotal			
GST			
Total			

Thank you for choosing The Max Performing Arts Center

Notes