



PHONE: 780-898-1707
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WEBSITE: www.draytonvalleymax.com

EVENT RENTAL AGREEMENT

Event: _____

Representative / Contact person: _____

Daytime Phone: _____ Cell or other phone: _____ Email: _____

Address: _____

Date of Use: _____ From: _____ to _____

Facility Non-refundable deposit: **\$800.00**

You may pay by debit, credit or drop off a cheque made out to The Max Center during a time arranged by the event coordinator. Optionally, feel free to mail your cheque to the following address:

***The Max Center
Attn: Event Coordinator
Box 5229
Drayton Valley, Alberta T7A 1R4***

EVENT RENTAL FEES

- Facility rental: \$800.00 (six to ten hours use including setup time)
 - Additional hours will be an extra \$50.00/hour.
- Event supervisor: \$20.00/hour (approximately five (5) hours)
- Setup/takedown: \$20.00/hour (approximately three (3) hours)
- Janitorial: \$75.00

Additional Fees:

- _____
- _____
- _____
- _____

BEVERAGES

The Max Center has a fully stocked bar and will oversee all bar services for applicable events. Drink tickets will be sold during events for the following amount:

- Liquor tickets will be sold at \$5.00 per ticket.
- Pop and juice only will be sold at \$1.00 per ticket.
- Large urns of coffee and hot water for tea can be available for \$40/urn.

DECORATING

If you would like The Max to set up, take down, and decorate for your event, arrangements can be made to have an Event Supervising staff decorate for \$20.00/ hour.

Décor items are also available for rent:

- Linen Tablecloths \$5.00/piece
 - (Black and White)
- Centerpieces
 - \$5.00/ small set up
 - \$10.00/ large set up

Additional decorative items can be rented upon request.

MUSIC AND DJ SERVICES

The Max has a very expensive light and sound system and therefore is strict as to who has access to it. The following are DJ's who are allowed in the Max:

- LR Light and Sound – Lonnie Ross – 780-542-9363
- DJ Services are \$800.00 for 7hrs and includes the use of a microphone, large projector screen and basic lighting. Additional or specialized lighting will be an additional fee that will be quoted by Lonnie Ross upon request.

LIGHT AND SOUND SERVICES

A Light and Sound person is available for booking through the Max for microphone use, basic lighting, projector & background music at \$50.00 per hour.

Basic audio requirements are included in the rental fee, unless special requirements are needed. Basic requirements include the use of a podium and microphone and/or a playlist that can be plugged into our system.

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.** The rates and buffet menu will be between either Another Bite Catering or Pretty Pink Catering and the renter. Give your caterer of chose the 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 the in-house caterer.
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 two (2) months prior to the event is recommended where possible.
 - ❖ **Cancellation Policy:** deposit for the facility is non-refundable.
 - ❖ 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).
 - ❖ **Should there be damage of any kind to the Max Center, or any property belonging to the Max Center or FMHS during any part of your event (set up, clean up and/or the event itself) repair fees, covering the whole amount will be charged to you.**
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)

Signature of User Representative

Date