



Phone: 780-898-1707
Email: events.dvm@gmail.com
Website: www.draytonvalleymax.com

The Max Center Rental Agreement

Event: _____

Representative / Contact Person: _____

Phone: _____

Email: _____

Date of Use: _____

From: _____ To: _____

Breakdown of Fees (approx. 100 people)	
Rental Fee:	\$800.00
Kitchen:	\$200.00
Set up: (approx. 4 hours)	\$160.00
Unlimited Juice & Pop (approx.)	\$100.00
Drink Tickets (200 x \$6)	\$1,200.00
Décor / Table Linens (approx. \$2 per table linen):	\$40.00
Napkin Linens (approx. \$0.50 per napkin):	\$50.00
Centerpieces (approx. \$5 per centerpiece)	\$100.00
Janitor Services	\$100.00
Total Estimated Cost (approx. 100 people/20 tables)	\$2,750.00

GST will be applied to all fees.
\$1,000 Non-Refundable Deposit is requested at time of booking.



SPECIAL EVENT NOTES:

Set up Time: **TBD**

Table Cloth & Linen Napkin Colour: **TBD**

Centerpieces: **TBD**

Entertainment: **TBD**

Stage Removal: **TBD**

RENTAL FEES:

Weekday Rental (Monday-Thursday)

The standard rental fee for the Max Center during a weekday is \$300/Day. This fee does not include any additional services such as event supervisor, set up, take down, janitorial or kitchen rental fees.

Weekend Rental (Friday-Sunday)

A full day weekend rental for a maximum of sixteen (16) hours is \$800. This fee does not include any additional services such as set up, take down, janitorial or kitchen rental fees. This fee does however include the event supervisor.

CATERING:

For catering please contact the Max's exclusive in-house caterers:

- 1) Another Bite Catering – Yvonne Jean at (780) 898-0096
- 2) Khal's Steakhouse & Lounge – Kevin Chegade or Nicole Robinson (780) 542-5451
Email: khalsteakhouse@gmail.com
www.khalssteakhouse.ca
- 3) Mitch's Restaurant - Raj Mahanta (780) 542-7525
Email: mitchsdv@gmail.com or info@mitchs.ca
www.mitchs.ca

(Please note that due to health regulations the caterers are not allowed to leave the leftover food.)

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 \$6.00 per ticket
- Unlimited juice and pop can be available for \$1/person attending the event.
- Large urns of coffee and hot water for tea can be available upon request. This will include: Large Urn of Coffee (approx. 100 cups), Hot Water for Tea, with tea bags, milk, cream, sugar, stir stick and foam cups.

The Max Center can accommodate Toonie bars and open/semi open bars for certain functions as well. These bar arrangements can be made if a portion of the bar fee is paid ahead of time. The remainder will be calculated and invoiced after the event.

There will be a corkage fee of \$20/per bottle in the event our clients would like us to order specific bottles of wine that we currently do not supply. An extra fee will be applied for this service as well. Any un-opened bottles of wine that The Max ordered for the client must be purchased back by the client.

There will be a \$20 fee/ per bottle that is brought into the Max. These bottles must not be opened prior to entering the facility and homemade wine is not permitted on the premises.

The bar must make a minimum of \$500 during the event. The difference will be charged back to the client.

DECORATING:

The Max staff may set up, take down, and decorate for your event for a fee of \$40/ per hour for the first 4 hours. After the first 4 hours the fee will increase to \$50/hour.

Additional décor items are also available for rent:

Linen Tablecloths: \$2/piece (Black, Ivory, White)

Linen Napkins: \$0.50/piece (Black, White, Yellow/Gold, Red, Blue, Green, Brown)

Centerpieces: \$5/table

Fabric Backdrops: Head Table = \$50

Starry String Lights = \$100

Full Venue = \$100

Starry String Lights = \$200

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 only DJ permitted to access our sound system is:

- 1) LR Light and Sound – Lonnie Ross – 780-542-9363 or any DJ Lonnie feels is able to utilize our sound system.

DJ Services are \$200 and include 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:

Basic audio and lighting 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 PERSONNEL 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 Cobblestone 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 may be applied 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 2 months prior to the event is recommended where possible.
 - Cancellation Policy: 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).
- 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 the client's final bill.

4) THE MAX IS A NON-SMOKING FACILITY. Smoking and Cannabis is NOT permitted inside the Max. All guests are required to abide Provincial Statues regarding smoking tobacco and cannabis.

The manager and event supervisor are not event planners, although we will endeavor to assist you in your preparations for a successful event.

Use of tape or tacks on the walls or confetti is prohibited.

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.

I hereby acknowledge that I have carefully read the above, understand the conditions of rental, assume full responsibility for this event.

Signature of User Representative: _____

Date: _____