

## RENTAL AGREEMENT

Event: \_\_\_\_\_

Representative / Contact person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell or other phone: \_\_\_\_\_

Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address \_\_\_\_\_

Date of Use \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Estimated # plates req'd: \_\_\_\_\_ Confirmed # plates req'd: \_\_\_\_\_

Doors open / cocktails @ \_\_\_\_\_ Dinner @ \_\_\_\_\_

Late Lunch @ \_\_\_\_\_ for # \_\_\_\_\_ @ \$ \_\_\_\_\_ / plate

- Facility Reservation and Damage Deposit: \$250 (date & method paid \_\_\_\_\_)
- Facility rental: \$ 675 (4 to 8 hours use, eg. 6 p.m. to 2 a.m.)
  - 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)
- Included in rental: Table linens: @ \_\_\_\_\_ round tables of 6, plus \_\_\_\_\_ @ head table (# of ppl \_\_\_\_\_), \_\_\_\_\_ greeting table, etc. = \_\_\_\_\_ tables
  - Basic centerpiece included: mirror, candle and candle holder
  - Napkin color: White, Blue, Green, Red, Gold (circle choice) - tablecloths are white*
- Buffet Menu: attached & completed (& late lunch if applicable) @ rate of \_\_\_\_\_
- Corkage: unlimited fountain pop & coffee - included at meal time for \$1 / person
  - \$2 per person for entire event (corkage charge waived if full bar service)
  - No charge for coffee / tea only with full banquet meal
  - Complete bartending services: \$25, plus \$5.00 / drink (or ~\$20/ bottle wine)
- DJ with full digital light & sound & mic: \$450 (provide suggested play list if possible) or
- Light & Sound person for microphone use, basic lighting, & background music: \$25 / 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 confirmed after we check current market prices where appropriate. Other menu selections are possible. Give us your theme and budget and we'll create something unique if you'd like! Minimum buffet banquet number is 100 in most cases. A surcharge will apply for numbers below.
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:** Reservation deposit will be forfeited unless a minimum 45 days notice is received. This becomes the damage deposit at the time of the event.
  - ❖ **Pay approx. 50% of the estimated final bill 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 you Private Event, such as facility, chef/cook, bar, decorating and DJ to simplify your planning.

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Signature of User Representative

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Date

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Signature of User Representative

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Date

## ESTIMATED COST WORKSHEET

Facility Rental	
Meal	
Late Lunch	
Beverages or Bar	
Linens	
Decorations	
DJ or S/L	
Other?	
Subtotal	
GST	
Grand Total	
Less Damage Deposit	

Approximately 50% = \_\_\_\_\_

Due with final confirmation numbers on (date)\_\_\_\_\_

Final payment is due within 30 days of being invoiced the final balance.

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