

CORPORATE PARTNER EVENT - HOSTING INFORMATION

SPONSORSHIP FULFILMENT CONTACT

EMAIL
events@theatrecalgary.com

FREQUENTLY ASKED QUESTIONS

Where does Theatre Calgary perform?

Theatre Calgary performs at the Max Bell Theatre located at 240 9th Ave SE, in Arts Commons in downtown Calgary, directly across the street from City Hall. For directions and parking information, please visit www.theatrecalgary.com/your-visit/location-parking

How can I book my tickets?

To book your tickets, please contact Ryan Frischke (rfrischke@theatrecalgary.com). We recommend booking as far in advance as possible in order to secure the best available seats.

How do I coordinate my corporate reception details?

Our Bar & Guest Services coordinator is the primary contact for corporate receptions. They will work with you to finalize your event details and will oversee the execution of your event.

Where will my corporate event take place?

Corporate events take place in the Max Bell Theatre Upper Lobby. An area will be draped off for you and your guests' exclusive use.

Is coat check offered at the Theatre?

Yes. Coat check is offered in the main lobby of the theatre and is free of charge.

What is the protocol for backstage tours?

Backstage tours are offered post-performance. We will set up a tour sign-up station at your corporate event, where guests can register for the tour. Tours are approximately fifteen minutes in length. Depending on the size of the group and the play in question, multiple tours may need to be offered the evening of your chosen show.

Are your shows suitable for children?

With the exception of *A Christmas Carol* and other performances advertised specifically as 'for the whole family,' our shows are intended for an adult audience.

Our company is hosting a corporate event. How would you advise us to invite our guests?

In our experience, the following timeline works best:

2 - 3 MONTHS OUT

- Identify desired guests and create a guest list
- Decide who is to extend the invitation
- Set an RSVP deadline (2 weeks from the show and reception date is recommended)
- Have an invitation designed

6 - 8 WEEKS OUT

- Send out the invitations to guests

3 - 4 WEEKS OUT

- Circulate a reminder invitation to guests

2 WEEKS OUT

- Send a confirmation email to guests who have RSVP'd reminding them of the reception and performance start times

2 DAYS OUT

- Final confirmation with details

THEATRE CALGARY PREFERRED CATERERS

Our catering partners are hand-picked from amongst the city's best and are familiar with our theatre space. Whatever your needs or budget, they are sure to impress.

GREAT EVENTS CATERING

Great Events Catering is one of the top caterers in Western Canada. The culinary team designs innovative ways to present and style catered food. Their team takes pride in using their extensive industry experience and knowledge to bring clients' visions to life. Great Events can customize a gourmet or themed menu that suits every size of function, palate, preferences, and budget. For more relaxed corporate events, such as office luncheons and board meetings, Great Events offers their Office Gourmet Catering including fresh tasting breakfasts, lunches and coffee breaks.

URBANE CULINARY

Whether you are hosting a departmental celebration, creating an experience for internal or external clients, or hosting your wedding reception, you can make your event Urbane. Urbane Culinary creates memorable experiences through food and breaks the mould of traditional catering by seeking out the most talented chefs to execute its vision with passion. Urbane achieves a level of refinement, attention to detail, and personalized service that is unmatched within the catering industry. Make your next event Urbane today.

FRESH KITCHEN

Fresh Kitchen has developed a catering program that promotes the celebration of food. They can customize a menu, tailored to your specific requests. From small private affairs to large corporate events, they pride themselves on the ability to continually surpass the expectations of their customers. They will custom cater whatever event you dream up, make delicious food from scratch, deliver it, and have it served by well-trained, passionate food experts who won't let any of your guests' questions go unanswered.

CHINA ROSE

For over 35 years the China Rose Restaurant has been the culinary landmark in northeast Calgary, offering a varied menu, consistently tasty food in generous portions and very reasonable prices. China Rose has prompt personal service and is winner of the consumer's choice award. It doesn't matter what season it is, China Rose restaurant is always in full bloom. If you've got an appetite and you delight in Chinese cuisine, then China Rose should be your restaurant of choice.

CONTACT

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CORPORATE PARTNER EVENT - PREFERRED SUPPLIERS

SPECIAL EVENT RENTALS

Special Event Rentals is your one stop event shop, with over 30 years of experience and 5 locations across Western Canada including right here in Calgary. Special Event Rentals is equipped to make any event a great success and is proud to partner with Theatre Calgary for the 2019-20 Season.

PETALS 'N BLOOMS FLORIST

Petals 'N Blooms has been proudly service the Calgary area since 1997. They are family owned and operated and committed to offering the finest floral arrangements and gift products which include Theatre Calgary's Opening Night and special event florals for the 2019-20 Season.

CONTACT

Calgary Rental & Sales
403-235-2211
calgary@specialeventrentals.com

403-220-0123
pnb@flowerscalgary.net
calgaryflowers.net

CORPORATE PARTNER EVENT - BAR & EVENT RATES*

ALCOHOLIC BEVERAGES	RETAIL RATE	CORPORATE RATE
House Red Wine 5 OZ POUR	\$11.00 EACH	\$7.00 EACH
House White Wine 5 OZ POUR	\$11.00 EACH	\$7.00 EACH
Feature Wine (Rotating) 5 OZ POUR	\$13.00 EACH	\$9.00 EACH
Prosecco 5 OZ POUR	\$11.00 each	\$7.00 EACH
Highball 1 OZ	\$7.00 EACH	\$6.00 EACH
Double Highball 2 OZ	\$10.00 EACH	\$6.00 EACH
Premium Highball 1 OZ	\$8.00 EACH	\$7.00 EACH
Double Premium Highball 2 OZ	\$11.00 EACH	\$7.00 EACH
Beer & Cider 355 ML	\$7.00 EACH	\$6.00 EACH
NON-ALCOHOLIC BEVERAGES		
Fountain Pop/Juice	\$2.50 EACH	\$0.00 EACH
Bottled Water	\$3.00 EACH	\$0.00 EACH
Sparkling Water	\$2.50 EACH	\$2.50 EACH
SNACKS		
Ice Cream	\$2.00 EACH	\$2.00 EACH
Chocolate Bars	\$3.00 EACH	\$2.50 EACH
OTHER		
Linen	\$5.50 EACH	\$5.50 EACH
Microphone & Podium	\$160.00	\$160.00