Special Events
AT THE MISSISSIPPI ARTS + ENTERTAINMENT EXPERIENCE

EVENT SPACE RENTAL GUIDE
Give your group the opportunity to experience the Mississippi Arts + Entertainment Experience (The MAX), Mississippi’s most unique event setting. In the heart of downtown Meridian’s Cultural District, The MAX is located in a beautiful contemporary building in historic downtown Meridian.

Explore natural and built environments, and see original exhibitions integrating art, architecture and design. Interior and exterior spaces at The MAX have been artfully fashioned, integrating both innovative architecture and state-of-the-art exhibitions. Spaces feature beautiful terrazzo floors, lovely fountains, soaring ceilings and an abundance of natural light. The MAX can accommodate events of all sizes, from small gatherings to large groups of over 500 guests in a variety of event areas.

Choose from our preferred caterers and event/decor providers to help make your gathering most memorable. Our Special Event Manager will be assigned upon contracting with us to ensure a smooth and successful event.

Mission Statement
The Mississippi Arts and Entertainment Experience’s will dedicate itself to education. It’s collections, exhibitions and programs will inform visitors of Mississippi’s rich cultural heritage. Specialized lesson plans will target state mandated curriculum, allowing educators the freedom to explore along with their students.

To inspire as well as inform, the Mississippi Arts and Entertainment Experience will provide space for private and public events showcasing talent, education and entertainment.

To celebrate Mississippi’s Arts and Entertainment icons by educating and entertaining young and old, attracting tourism and providing a positive business and economic environment for Meridian, Lauderdale County and the State of Mississippi.

Contact
Erin Lewis, Events Manager
Mississippi Arts + Entertainment Experience
PO Box 148
Meridian, MS 39302
601-581-1550 x 19
erin@msarts.org
A MAX Special Event Manager will be assigned upon contracting with us to ensure a smooth and successful event. They will assist throughout your event planning and will be on site the day of the event. All activities relating to an event must be coordinated through the Special Event Manager.

Planning & set up

The MAX requires that the event plan and details must be submitted to the Special Events Manager ten (10) days before the event. Event set up will begin as early as possible. Set up must not interfere with MAX activities. A walk-through by the client, caterer, event planner and production personnel must occur no later than ten (10) days prior to the event to finalize all arrangements. The MAX does not provide staff to move props, musical instruments, staging etc. No open flames or candles are permitted inside the building. Votive lights and enclosed candles are acceptable for use on tables for outdoor events.

Alcoholic beverages

A preferred caterer will supply all alcoholic beverages and soft drinks in conjunction with any event held at The MAX. The caterer will also provide bar service including set up mixers, soda, glassware and staff.
Parking

Rental clients may contract with a valet company authorized by the City of Meridian, or may instruct their guests to park in The MAX parking lot and available street parking along Front Street. The city also maintains a free Arts District Parking Garage where guests may be shuttled to The MAX. The City Parking Department may be reached by calling 601-485-1914.

Fundraising events

The Mississippi Arts + Entertainment Experience does not host rental events that are fundraising, political or religious in purpose.
GENERAL

Rental clients must provide a certificate of insurance naming The MAX as additional insureds. Any failure to comply with these requirements and general requirements of the contract will result in cancellation of the agreement to use The MAX and the user shall waive any claims against The MAX for damages arising from such cancellations.

The MAX will provide staff at all events. Staffing and clean-up fees are included and are mandatory for all rentals.

The event contract for use must be received within two weeks of the verbal reservation and a non-refundable 50% deposit on the rental must be received with the contract.

The MAX has the option to rent or use other separate event spaces within the building during the event. Outdoor events that feature use of the Courtyard and/or amplified music may require a Special Event Permit from the City of Meridian. The application and the process will be handled by MAX staff; however, the rental client will be responsible for the cost of the permit which varies depending upon the event.

MAX members receive a 10% discount on space rental exclusive of bar service, staffing and special event permit fees. Please refer to The MAX’s Special Event Contract and Policies and Procedures for complete event rental information. These documents can emailed or mailed upon request, or you may request a copy from the Museum for review.
Q. What are the prices for an event?
A. Rental fees are quoted on a case by case basis. Fees will include event staffing and post-event clean-up as required.

Q. What time can my event start and end?
A. Depending on the event location events may begin at 8:00am and end no later than 11:00pm during the week and midnight on Fridays and Saturdays.

Q. How can I reserve a space for an event?
A. We will happily place your requested date on hold without a deposit for one week after a verbal confirmation. At the end of the week, a 50% deposit is required to secure the requested date.

Q. Can I hang images, signs, or banners in and around The MAX?
A. The MAX does not allow signs or banners to be attached to walls, however, we will work with renters to allow freestanding signs and banners and use of our gallery hanging system if required.

Q. Will I be required to sign a contract and provide insurance?
A. All parties will be required to sign a contract and comply with our policies and procedures in order to rent The MAX spaces. The Certificate of Insurance must be received two weeks prior to the event.

Q. Can I bring in my own liquor and wine?
A. No, The preferred caterer must provide and serve all wine, beer, liquor and bar services.

Q. Can I use the vendors I choose?
A. Yes, but vendors other than our list of preferred vendors must meet with The MAX staff a minimum of one week prior to the event.

Q. How can I support the Mississippi Arts + Entertainment Experience?
A. By renting space with us, you are providing support for all of the exhibitions, programs and events presented by The MAX.
Carolyn's Creations
Carolyn Wilkerson
1710 58th Court
Meridian MS 39305
601-483-9750

Crofts Creations
Marion Croft
12950 Croft Road
Chunky MS 39323
601-917-3734

Hillbilly Dots
Doritha Bryant
P.O. Box 4
Toomsuba MS 39364
601-880-1805

McAlister's Deli
Billy Hopkins
534 Bonita Lakes Drive
Meridian MS 39301
601-693-0966

Mimmo's Italian Bistro
William "Beau" Blackledge
2100 Front Street
Meridian MS 39301
601-453-2123

Mississippi Delta Tamales
Lou Woodfork (Cowboy)
2721 Woodland Drive
Laurel MS 39440
662-616-0279

Mom and Pops Soul Food/BBQ
Pearl Huggins
2128 N. Frontage Road
Meridian MS 39301
601-693-3000

Newk's Eatery
Michael McCarty
103 S. Frontage Road
Meridian MS 39301
601-621-4536

Pretty Presentations Catering
Renee McDonald
809 23rd Avenue
Meridian MS 39301
601-485-2331

Something Southern Catering
(Squealer’s BBQ)
Theresa Cranmore
4805 29th Avenue
Meridian MS 39305
601-693-0910

Weidmann's
Brian Driskill
210 22nd Avenue
Meridian MS 39301
601-581-5770

Prefered Professionals
STRUCTURAL STEEL SERVICES, HALL OF FAME

The dramatic Hall of Fame is considered the “centerpiece” of The MAX. This grand space soars two stories tall and is an immersive, interactive display of the best of Mississippi. Host your special event surrounded by “stars”. The absolute perfect venue for a celebration as unique as you are.

- Round – approximately 3000 feet of usable space
- 250 Reception
- 120 Seated/Banquet

BLUE CROSS AND BLUE SHIELD OF MISSISSIPPI
MULTI-PURPOSE GALLERY

Known as the “heart of the museum” with views of and access to the Hall of Fame rotunda, this functional space is perfect for professional or social events.

- 1596 Square Feet
- Reception - 150
- Banquet – 80
- Theater – 150
- Classroom – 80
CITIZENS NATIONAL BANK COURTYARD
Mississippi’s favorite backyard venue, the Courtyard is a scenic blend of art and nature. This versatile outdoor space is available for many types of events – festivals, galas, weddings and can accommodate both casual and formal events under the Mississippi “stars”.
- Over 6000 square feet of rental space
- Stage with shimmering glass backdrop

MARTY + LINDA DAVIDSON ROOF TERRACE
Elevate your event. Intimate weddings, receptions, girl’s night out or unique professional gatherings all take on a city-chic air atop our breezy rooftop terrace.
- 3010 Square fee
- Capacity: 150

ALEXANDER FAMILY CHURCH GALLERY
Complete with a pulpit, pews and stained-glass, The Church exhibit at The MAX has the look and feel of a classic Mississippi chapel. The church exhibit may be rented for small wedding ceremonies, and programs that reflect the mission of The MAX.