



Your
WEDDING



WEDDING Steps

Marriage is an amazing gift, and one of God's most powerful metaphors for the church. It's also one of the hardest adventures anyone chooses to go on. If you'd like to get married at CrossRoads, we have provided **5 simple steps** below to help guide you through the process.

Step 1: We'd encourage you to read through this **info package** to find out the details when renting our space.

Step 2: Fill out our booking form. We will tentatively book your requested space and wedding date.

Step 3: Confirm a CrossRoads Pastor to marry you and enrollment in pre-marital classes. We have a list of Pastors and their contact information if you need.

Step 4: Once you've confirmed your Pastor & course **please email us to complete your booking and tour the venue.** Upon receipt of your email we will email you an invoice.

Step 5: Our **Facility team assistant will be in touch** to meet with you, answer any questions you have and review all the details for your wedding day leading up to. A 50% deposit is required at **receipt of invoice.** Remainder is required 10 days prior to your wedding day.



PASTOR & COUNSELLING *Info*

Before we can commit to the use of our facility for your wedding, we require that you confirm a CrossRoads Church Pastor and Pre-marriage counselling. Please personally contact your Crossroads Church pastor of choice to request and confirm their willingness and availability to officiate your wedding on the tentatively booked date.

Please email Facility Bookings upon confirmation of your Pastor. If you are using a **Crossroads Church Pastor the fee is included in your booking.** If using a guest Pastor, please confirm fee with them.

CrossRoads Church welcomes guest pastors to officiate if they are credentialed to perform weddings and licensed with the Evangelical Missionary Church of Canada.

Completion of or enrollment in pre-marriage counselling. This can be completed one of three ways:

1. Engaged Encounter weekend, more information can be found at CrossRoadsChurch.ca/marriage
2. Individual couple's pre-marriage counselling selected and approved with your CrossRoads Church Pastor.
3. With your selected guest pastor, confirmed by an email sent from the pastor directly to Facility Bookings

*It's recommended that pre-marriage counselling start at least seven months before your wedding date.



Our PRICE Info

Please complete the booking form on our website to chat about availability for your wedding.

Space	Size	Capacity in Rows	Capacity in Tables	Ceremony <small>*tech included</small>	Reception <small>*tech not included</small>
Chapel	2800 sq. ft.	275	144	\$ 750.00	\$ 450.00
Cafe	3200 sq. ft.	200	120	-	\$ 250.00
Sanctuary	-	1100	-	\$ 900.00	-
Gym	7000 sq. ft.	-	400	-	\$ 350.00
Foyer	7000 sq. ft.	150	80	\$ 600.00	\$ 300.00

Please Note: CrossRoads Church operates first and foremost as a church. As a result, priority is given to the ministry of the church. Prices are subject to change.



BOOKING *Info*

Ceremonies: Can be booked at your discretion within the time frame of **8:30AM to 4:30PM** for Saturday weddings. Any set-up or clean-up must be completed within the time slot. There may be limited availability to accommodate time frames outside of Saturdays.

Receptions: Can be booked between the hours of **4:30PM to 11:00PM** for Saturday weddings. The reception must be concluded and cleaned up by 11:00PM to accommodate for Sunday services the next day.

Rehearsals: Wedding rehearsals are booked on the **Friday between 1-4:30PM** before your wedding at a time of your choosing. The bridal party, officiating pastor, and all technicians should be present. It is important to note that we host a separate event in the chapel on Friday evenings after rehearsals.

Decorations: If you choose to decorate, absolutely no tape, glue, nails, screws or wires are allowed to be used to attach bows, floral arrangements, or material to the walls, chairs and tables. Decorating can be done the morning of your wedding anytime **after 8:30AM**. The chapel storage room is available for you to store your decorations in on rehearsal day if you so choose.

Clean-up: All decorations and items brought in with you must be removed from the building the same day as your wedding. We recommend assigning family or friends to ensure all your items are removed. Please see terms & conditions.

Restrictions: We cannot accommodate wedding bookings for the weekends before or after Christmas and Easter or during statutory holidays (Canada Day, Remembrance Day, Christmas Day, Boxing Day, New Year's Eve, Easter Monday, etc.).



TECH *Info*

Your wedding booking includes 1 technician for the ceremony. At your rehearsal you will walk through all sound and lighting needs. Please provide 10 days prior to your wedding:

- **Order of Service**
- **Music Plan (ex: live, spotify playlist etc.)**

If you would like a technician at your wedding reception it's an additional charge with a minimum 4 hour booking @ \$45/hour.

If having any media presentations at the ceremony or reception you will need to provide a volunteer and a laptop with an HDMI connection cord to run it.

TECH	STARTING AT
Rehearsal	Included with booking
Ceremony	Included with booking
Reception	Minimum 4 hours @ 45/hour
Livestream Add On	\$90/hour, minium 4 hours



CATERING *Info*

Our first priority is catering to the ministries that happen in the church. If your wedding works within our calendar we would accommodate you. Please request a copy of our catering request form to start the conversation. Prices are subject to change.

MENU ITEM	STARTING AT
Beverage Service	\$2/person
Variety of Trays	\$50-\$100/tray
Dinner - Chef's Choice Hot	\$16/person
Dinner - Banquet	\$16/person



MARRIAGE CERTIFICATE *Info*

Prior to your wedding you'll need to get a **marriage license** from any registry office. You must apply together for the license. This license will be completed by you and the Pastor the day of your wedding. You can read up more here; <https://www.alberta.ca/getting-married.aspx>

After the ceremony

- The person who performs the marriage ceremony keeps the Marriage Licence portion of the Registration of Marriage/Marriage Licence form.
- The person who performs the marriage sends the Registration of Marriage portion of the Registration of Marriage/Marriage Licence form to Vital Statistics within 48 hours of the ceremony for registration.
- The Registration of Marriage is a legal document. It becomes the official record of marriage and is permanently archived with Alberta Vital Statistics.
- The information on the Registration of Marriage is used to create government-issued marriage documents.

You can then **request a copy of your marriage certificate** from any registry office.



PAYMENT *Info*

After we receive your booking form, we will confirm your booking. Upon confirmation of your booking you'll receive an invoice from us. We require a 50% initial deposit and the remaining balance 10 days prior to your event.

We accept: Cash, cheque, debit, credit or e-transfer (email address for e-transfer is FacilityBookings@CrossRoadsChurch.ca If choosing to send an e-transfer please write 'facility rental' in the memo section.

ADDRESS

CrossRoads Church
SW Corner of 32 Street and Highway 2
38105 Range Road 275
Red Deer County, Alberta, Canada
T4S 2N4

MAIN OFFICE

Telephone: 403.347.6425 | **Fax:** 403.347.9734

Email: facilitybookings@CrossRoadsChurch.ca

Office Hours: Monday–Thursday 8:30am–4:30pm

Fridays 8:30am–4:00pm | Closed for lunch Monday - Friday 12–1pm

Sunday Services: 9am, 11am, & 6pm



TERMS & Conditions

1. CrossRoads Church Contact - All communication from the Applicant to CrossRoads Church ("CrossRoads") shall be directed to Facility Bookings via the email facilitybookings@Crossroadschurch.ca

2. Usage of CrossRoads Church - By renting the Facility to the Applicant, CrossRoads Church in no way relinquishes its right to control the management of the Facility and to enforce all necessary rules and regulations as may be required. CrossRoads Church may use other components of the facility during the event that do not materially interfere with the usage by the Applicant. CrossRoads Church further retains the right to alter or terminate any booking that is incompatible with any unforeseen congregational usage requirements of CrossRoads Church, provided that CrossRoads Church shall use its best efforts to facilitate the Applicant on other dates or in other components of the Facility in such circumstances.

3. Prohibited Activities in the Facility - The Facility has been designated as a non-smoking and alcohol-free building. Also, CrossRoads may from time to time restrict food and beverages in certain areas of the Facility. CrossRoads Church is an evangelical church affiliated with the Evangelical Missionary Council of Canada. CrossRoads Church will not rent the Facility to any group whose constitution or intended usage of the Facility contravenes the Statement of Faith of CrossRoads (available CrossRoadsChurch.ca) as interpreted by the Board of CrossRoads Church. In the case that the event, or any component thereof, is determined by CrossRoads Church to contravene the Statement of Faith, CrossRoads Church shall terminate the booking and return payment/deposit in full to the Applicant without any further liability to either party.

4. Compliance with Regulations - The Applicant agrees to comply with all building and fire regulations for the event and to comply with any facility rules adopted by CrossRoads Church for the Facility. Attendance according to the safe occupancy limit of each space will be strictly enforced. In case of emergency, renter is responsible for the safe evacuation of their attendees, following exit instructions as posted. In the event of injury or illness, the Applicant authorizes CrossRoads Church personnel, staff or designates to seek and obtain such emergency or medical services for people as may be deemed necessary at the time.

5. Waiver of Liability - By executing this document, the Applicant is covenanting that it will not hold CrossRoads Church, its board or its employees responsible for any medical or personal injury, or any other loss or damage and hereby waives any claim against CrossRoads Church. The Applicant acknowledges that it is its responsibility to take the necessary steps for insuring against personal injury, loss, property damage, or any other loss of damage that might be incurred by us or the people at the Facility during the event.

6. Applicants Insurance - The Applicant hereby agrees to indemnify and hold harmless CrossRoads Church, its officers, agent and employees, of and from all demands, claims, suits, actions or liabilities resulting from injuries or death to any person or from any property damage occurring during the event. CrossRoads Church will maintain all risk insurance with respect to its equipment and property as well as comprehensive general liability insurance for bodily injury and property damage arising out of the CrossRoads Church's use, occupation or operation of the premises. The Applicant shall place the following insurance and provide CrossRoads Church a Certificate of Insurance confirming such placement.

- a) All risk insurance, including without limitation, fire, extended coverage and malicious damage insurance for the full replacement value of the Applicant's equipment and property;
- b) Comprehensive general liability insurance, insuring against claims for bodily injury, including death and property damage or loss arising out of the Applicant's use or occupation of the premises. Such insurance shall be for the amount of not less than \$2,000,000.00 single occurrence and \$4,000,000.00 in aggregate;
- c) Tenant's legal liability insurance in an amount not less than \$2,000,000.00.

7. Binding Effect - This document shall constitute the sole and entire agreement between the parties and is intended to create legal obligations. The undersigned hereby warrants that is has authority to bind the Applicant as per the Terms and Conditions hereof. This document shall not be of any effect unless executed by both parties. This document may be executed via counterpart signature and via email.

8. Publicity - Renter's publicity must not intentionally or unintentionally imply that the event is sponsored by Crossroads Church. Renter's publicity must clearly indicate the identity of the sponsoring organization.

9. Method of Payment - All payments to be made under this agreement may be made via cash, MasterCard, Visa, debit, e-transfer (payments@crossroadschurch.ca), or cheque made payable to CrossRoads Church and mailed to the CrossRoads Church office or delivered by hand.

10. Timing of Payment - Weddings and Events: 50% of total cost of Facility rental and additions must be received by Facility Bookings to confirm booking of the event. The remainder of all fees are due prior to the event.

11. Security Deposit and Responsibility for Damages - The Applicant is responsible for all damage to the Facility and any equipment utilized occurring as a result of the Applicant's use (reasonable use excepted). Upon booking, the Applicant shall provide a credit card number to be held in the event any damage occurs. An inspection will be done by CrossRoads Church after the event. If damage occurs, an estimate of costs for repair will be determined, the Applicant will be contacted, and the credit card will be charged in the amount of the cost estimate.

12. Cancellation - CrossRoads Church will refund payment in full for any event cancelled with more than 72 hours advance notice given to CrossRoads Church. In the event that 72 hours advance notice of cancellation is not provided, CrossRoads Church may charge a fee of up to 1/3 of the total event fee. As well, if Food Services have been confirmed as part of the booking prior to cancellation, we require payment of costs accrued for food ordered if it is greater than the 1/3 of the total event fee

13. Operation of Sound and Visual Media Equipment - Only CrossRoads Church trained Audio Technicians shall be allowed to operate the sound systems in the Sanctuary, Theatre or Chapel. Only CrossRoads Church trained Visual Technicians shall be allowed to set up and take down the media equipment. Applicants who are using and operating media equipment shall comply in all respects with the operational guidelines provided by CrossRoads Church.

14. Decorations - All decorating to be completed for the event shall be the sole responsibility of the Applicant. No decoration shall be fastened to the wall of the Facility or otherwise affixed in such a manner that will damage the Facility. Take down and clean-up of decorations is also the responsibility of the Applicant unless otherwise arranged with Facility Bookings. CrossRoads Church does not provide linens.

15. Linens - You have access to our black table cloths and skirts for the rectangle tables and square tables used for welcome, gifts and registry tables as part of your rental. We do not have linens for banquet tables. If renting linens, the 96" table cloths will cover to the floor length on the four-foot round tables.