

A Space
FOR YOU



About **THE** Building

We recognize we are blessed with a beautiful, multi-purpose facility that is able to host a wide variety of events. CrossRoads is a space that can host meetings, concerts, weddings, training sessions, funerals, and more. We look forward to sharing our space with you! Please complete our online booking form to start the conversation about a space for you.

Please note: CrossRoads Church operates first and foremost as a church. As a result, priority is given to the ministry of the church.



About **THE** Spaces

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



MEETING ROOM **MEETINGS, TRAINING**

- 1000 sqft or less
- boardroom, classroom



MEETING ROOM **MEETINGS, TRAINING**

- 1001 - 1500 sq ft
- round tables with chairs



MEETING ROOM **MEETINGS, TRAINING**

- 1501 - 2000 sq ft
- round tables with chairs



GYM

SPORTS, BANQUETS

- volleyball, basketball, pickleball, badminton, soccer, floor hockey
- banquet seating



SANCTUARY

WEDDINGS, CONFERENCES

- projector, sound, lighting
- row seating



CHAPEL

MEETINGS, TRAINING

- projector, sound
- banquet or row seating



CAFE

DINING

- banquet seating

Our PRICE Info

Based on the length of use and size of space. Pricing is subject to change.

Room	Size	Capacity in Rows	Capacity in Tables	Cost for up to 4hrs	Cost for up to 12hrs / day rate
Meeting Room	< 1000 sq ft	40	25	\$ 80.00	\$ 120.00
Meeting Room	1001 - 1500 sq ft	70	50	\$ 120.00	\$ 160.00
Meeting Room	1501 - 2000 sq ft	100	70	\$ 150.00	\$ 225.00
Sanctuary		1100	N/A	\$ 900.00	\$ 1,250.00
Chapel	2800 sq. ft.	275	144	\$ 400.00	\$ 600.00
Cafe	3200 sq. ft.	200	120	\$ 200.00	\$ 300.00
Gym: Meeting / Banquet	7000 sq. ft.	750	400	\$ 400.00	\$ 650.00
Gym: Sporting Event	7000 sq. ft.	N/A	N/A	\$ 180.00	\$ 300.00

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CATERING *Info*

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

MENU ITEM	STARTING AT
Beverage Service	\$2/person
Variety of Trays	\$50-\$100/tray
Continental Breakfast	\$10/person
Chef's Choice Breakfast	\$16/person
Lunch - Chef's Choice Hot	\$16/person
Lunch - Soup & Sandwich	\$12/person
Snacks	\$2/person
Dinner - Chef's Choice Hot	\$16/person
Dinner - Banquet	\$16/person



TECH *Info*

Tech for each event is unique. We offer basic tech and/or technicians depending on the level of tech required for your event. If you think you'll need tech support, a technician is then required for your event.

If going with basic tech, you'll need to bring with you any necessary cables- power cords, usb converters, HDMI cords etc. and be prepared to troubleshoot your own tech issues. Prices below are subject to change.

TECH	STARTING AT
TV with Apple TV & HDMI Hook-up basic, no technician	None
Projector with HDMI hook-up, basic, no technician	None
Projector with HDMI & microphone basic, no technician	None
Projector, Microphone, Audiovisual	\$45/hour, minium 4 hours
Projector, Microphone, Audiovisual, Lighting	\$45/hour, minium 4 hours
Livestream Add On	\$90/hour, minium 4 hours
Weddings & Rehearsals	\$45/hour, minium 4 hours



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 from 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 it 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.