

FACILITY RENTAL APPLICATION

Renter Information

Organization _____

Contact Person _____

Billing Address _____

City _____ Postal Code _____

Phone _____ Mobile _____

Email (please print clearly) _____

What kind/type of event are you booking?

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

People Attending: _____

Are you requesting a set-up time? Yes No

If yes, please provide date/time: _____

Will you be using a caterer? Yes No

*Please note that your caterer must contact Crosspoint Church and provide proof of Food Safe and Liability insurance two weeks prior to event.

Room Requirements (Prices are per hour. Hourly fee begins from setup and ends at conclusion of tear down.)

Description	Quantity	Price/Day or Hour	Amount
Worship Centre for Wedding *Max seating 330 (230 main level)		\$100 per hour (4 hour minimum)	
Worship Centre for Other Event *Max seating 330 (230 main level)		\$375 per hour (4 hour minimum)	
Simpson Hall *Max table seating 260		\$100 per hour (4 hour minimum) Crosspoint Family Rate \$75.00/day	
Conference Room(s) *Max 20 people per room		\$40.00 per hour per room	
Gymnasium		\$100 per hour (4 hour minimum)	
Kitchen <input type="checkbox"/> Minimal Use <input type="checkbox"/> Full Use *Caterer to be approved by Crosspoint		Minimal Use: No Charge Full Use: \$100 per hour Crosspoint Family Rate \$75.00/Day	

TOTAL FACILITY CHARGES \$

Technical Requirements

Description	Quantity	Price/Day or Hour	Amount
Sound Technician		\$25 per hour (4 hour minimum)	
Media Technician		\$25 per hour (4 hour minimum)	
Lighting Technician		\$25 per hour (4 hour minimum)	
Conference Room(s) *Max 20 people per room		\$40.00 per hour per room	
Gymnasium		\$100 per hour (4 hour minimum)	

TOTAL TECHNICAL CHARGES \$

Audio/Visual Requirements

- | | | |
|--|------------------------------------|--|
| <input type="checkbox"/> Mic: Headset (wireless) | <input type="checkbox"/> Projector | <input type="checkbox"/> Flip Chart/Stand (no paper) |
| <input type="checkbox"/> Mic: Handheld | <input type="checkbox"/> Screen | <input type="checkbox"/> Lectern |
| <input type="checkbox"/> Grand Piano | | |

Payment

I/We have read the terms and conditions, and fully understand and agree with the guidelines set out by Crosspoint Church.

I/We understand that Crosspoint Church will inspect the facility following the event to ensure that the terms and conditions have been followed and that no damage has occurred to the facility or contents, as outlined in the terms and conditions. At that time, if damages have been found, I/we will be contacted by Crosspoint Church and informed of the charge(s) to be paid.

TOTAL CHARGES \$ _____ **Payment Due Date** _____

REFUNDABLE DEPOSIT (\$200 paid at the time of booking):

Date Paid _____ Signed _____

Refunded, providing no damage has occurred to the building or the equipment and you have vacated the premises within the agreed upon time.

I/We hereby make application to Crosspoint Church to rent above named facilities and equipment, with specified personnel and services, and I agree to the terms and conditions set out in the Crosspoint Church Facility Rental Policy.

RENTER SIGNATURE _____ **DATE** _____

OFFICE USE ONLY: Approved Not Approved Followed-Up

Signature: _____ Date: _____