



# Custom Event Reservation Agreement 2017

## EVENT DATE & NAME

DATE OF EVENT: \_\_\_\_\_ ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_  
NAME OF THE GROUP: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

## CONTACT INFORMATION

CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CELL \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

IS THIS A TAX EXEMPT OR NOT FOR PROFIT GROUP  Yes  No

Copy of Organization’s Letter of Tax Exemption must be provided with this signed agreement to receive exemption

## DIRECTIONAL SIGNAGE

CrossPointe will provide directional signage for guests. Sign size: 11x17, wording is limited to 2 to 3 words. Please indicate what you wish to have printed on the signs. \_\_\_\_\_

## TIME OF EVENT & ARRIVALS

EVENT BEGINS AT: \_\_\_\_\_ ENDS AT: \_\_\_\_\_

Event organizers are welcome to arrive 30 minutes before the event begins. Please coordinate with a CrossPointe staff member if more time is needed.

EVENT ORGANIZER WILL ARRIVE AT: \_\_\_\_\_

GUESTS ARRIVE AT \_\_\_\_\_ GUESTS DEPART AT \_\_\_\_\_

CrossPointe gives a 15-minute grace period for guests to move out of rented space. Additional charges will apply if space is occupied after the recorded departure time.

## RENTAL SPACES & RATES

Rates include set up and linens with a 3-hour minimum rental.

**The Gathering Place** (Maximum Capacity: 30 standing, 24 at round tables) **Rate:** \$40/Hour, \$200/Day

**Request for tables and chairs:**

# \_\_\_\_\_ 60 inch Round tables # \_\_\_\_\_ 6 foot Rectangle tables # \_\_\_\_\_ Chairs at each tabl

**Additional Set-Up Needs:** \_\_\_\_\_

**The Bridge Auditorium** (Maximum Capacity: 299 in rows, 120 at round tables) **Rate:** \$120/Hour, \$600/Day

*Events held in The Bridge on Saturdays must end by 8:30pm.*

**Request for tables and chairs:**

# \_\_\_\_\_ 60 inch Round table # \_\_\_\_\_ 6 foot Rectangle tables # \_\_\_\_\_ Chairs at each table

**Additional Set-Up Needs:** \_\_\_\_\_

### Event Reservation

CrossPointe Conference Center 936 Life Drive #45 Christiansburg, VA 24073  
Phone: (540) 382-7100 ex. 214 Fax: (540) 382-0592  
www.crosspointeconferencecenter.com

**The CrossPointe Café** (Maximum Capacity: 96 at round tables)  
*Café available for rent from the beginning of June to the beginning of August.*

**Rate:** \$100/Hour, \$400/Day

**Request for tables and chairs:**

# \_\_\_\_\_ 60 inch Round tables                      # \_\_\_\_\_ 6 foot Rectangle tables                      # \_\_\_\_\_ Chairs at each table

**Additional Set-Up Needs:** \_\_\_\_\_

**NORTH WING HOSPITALITY SPACES**

**New River Room** (Maximum Capacity: 48 in rows, 36 at round tables)                      **Rate:** \$35/Hour, \$175/Day

**Request for tables and chairs:**

# \_\_\_\_\_ 60 inch Round tables                      # \_\_\_\_\_ 6 foot Rectangle tables                      # \_\_\_\_\_ Chairs at each table

**Additional Set-Up Needs:** \_\_\_\_\_

**Blue Ridge Room** (Maximum Capacity: 40 in rows, 24 at round tables)                      **Rate:** \$30/Hour, \$150/Day

**Request for tables and chairs:**

# \_\_\_\_\_ 60 inch Round tables                      # \_\_\_\_\_ 6 foot Rectangle tables                      # \_\_\_\_\_ Chairs at each table

**Additional Set-Up Needs:** \_\_\_\_\_

**Cascade Room** (Maximum Capacity: 20)                      **Rate:** \$30/Hour, \$150/Day

*This space is set as a lounge with coffee tables, sofas and cushioned chairs.*

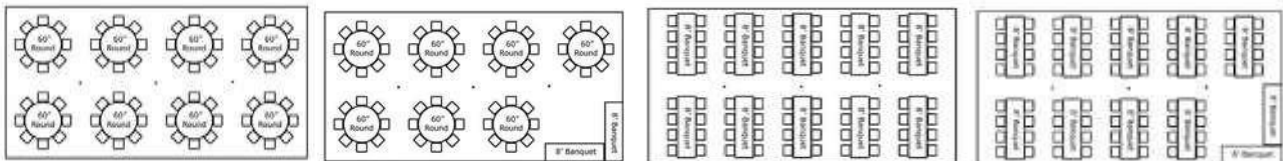
**EVENT TENT**

**Tent Policies**

- CrossPointe has a 20' X 40' Event Tent for outdoor event activities.
- The CrossPointe maintenance team is in charge of the set-up and tear-down of the tent.
- The Event Tent is to be used **only on** the CrossPointe Campus.
- There is a **\$400.00** Tent Use Charge.
- This includes set-up and tear-down, tables and chairs.
- Use of the windowed sidewalls for the tent is an additional **\$50.00**.
- Use of tent lighting for evening events is an additional **\$50.00**
- All parties are responsible for any tent damage incurred during their event. The tent will be inspected prior to and after all events. Costs of damages will be billed accordingly

- Tent Package - **\$400.00**
- Tent Sidewalls - **\$50.00**
- Tent Lighting - **\$50.00**
- 20' X 40' Tent, 8 Round Tables, 64 Chairs - \$400.00
- Windowed Sidewalls
- Miniature Lights for Evening Use.

Please Circle the Desired Tent Set-up For Your Event (Tables can be removed but not added)



## EVENT SET UP CONFIRMATION

Set up for each space being rented must be **discussed and finalized 5 business** days prior to the event. Written confirmation will be provided by a CrossPointe staff member.

## CATERING AND REFRESHMENT SERVICES

- Food and refreshments served during events must be purchased through CrossPointe and served by CrossPointe staff.**
- CrossPointe's Hospitality and Event Coordinator will discuss menu options with you and help you select a menu that is ideal for your event and satisfying for your guests.
- **The final count for the meal(s) served at your event must be given to a CrossPointe staff member 5 business days prior to the event.** This count will be referred to as your *Guaranteed Minimum Number (GMN)*.
- You are expected to pay for the GMN regardless of how many people attend your event.**
- Meals at CrossPointe are served banquet style. CrossPointe provides *one serving* of each food item per guest with an additional 10% courtesy portion. CrossPointe will provide one measured portion of each food item for the total number of guests that were included in the GMN. Increased serving quantities can be provided for an additional charge.
- The GMN given at the pre-arranged time will be calculated and CrossPointe will provide one measured portion of each food item for the total number of guests that were included in the given guest count.
- Due to health department requirements, guests are not permitted to use the campus kitchen facilities. All meals are prepared by trained staff.
- A detailed estimate showing food costs may be provided to the customer and reviewed with a member of staff.
- CrossPointe offers special menu options for guests who maintain a Vegan, Vegetarian or Gluten-Free diet.
- Please note:** Guests should be aware that our food may contain particles of nuts or related nut oils and our raw ingredients may have been manufactured in a facility that uses nuts. CrossPointe Conference Center and any of their agents does not assume any liability for guests with nut allergies or other food allergies.

## SCHEDULED MEAL TIMES

Serving line(s) will be open for 1 hour. Meals may be scheduled between the following times:

Breakfast from 7:30-9am    Brunch from 10-11:30am    Lunch from 11:30-1pm    Dinner from 5-6:30pm

**Please list the meal time(s) for your event.**

**Breakfast:** From: \_\_\_\_\_ Till: \_\_\_\_\_

**Brunch:** From: \_\_\_\_\_ Till: \_\_\_\_\_

**Lunch:** From: \_\_\_\_\_ Till: \_\_\_\_\_

**Dinner:** From: \_\_\_\_\_ Till: \_\_\_\_\_

**Please note:** CrossPointe gives a 10-minute grace period for guests to begin meals. Additional charges will apply if meals are delayed more than 10 minutes due to guests.

**Estimated number of guests for meals:** \_\_\_\_\_

**Staff Use Only: GMN:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## REFRESHMENT SERVICE

- Sweet N' Salty Package** \$6.50 per guest      Number of guests: \_\_\_\_\_  
Includes an assortment of snacks, bottled water, diet and regular sodas and hot beverage service
- Go Fresh Package** \$4.50 per guest      Number of guests: \_\_\_\_\_  
Includes an assortment of fresh fruit with Bakery Fresh Granola bars, Fruit Water and hot beverage service

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## SOUND & MEDIA SERVICES

A trained technician is required for use of sound and media equipment in The Bridge. These services are charged at \$15 an hour.

**Yes, for this event the services of a Sound & Media Technician are needed**

**A Projector and Screen are available for use in the Café, The Gathering Place and New River Room. Upon request a large screen TV is available for use in The Gathering Place.**

- Guests are expected to **bring a laptop** to use with the CrossPointe projector.
- A VGA input is required; please check if the laptop being used requires an additional adapter.

**Please indicate which space the event guests would like to use CrossPointe equipment.**

**Café**

**New River Room**

**Gathering Place**

## RESERVATION DEPOSIT

**A deposit of \$250 and a signed agreement are required to reserve an event at CrossPointe. Full payment is due at the conclusion of the event** unless prior billing arrangements have been made with CrossPointe management. This Reservation Contract must be returned within two (2) weeks of the time the reservation is requested. Dates will be held no longer than two weeks without a deposit. All deposits will be used as credit towards the final bill.

## CANCELLATIONS

- If cancellations are made 60 days before the reserved date, the deposit will be returned minus a 10% cancellation fee. Cancellations made less than 60 days before the reserved rate will result in the loss of deposit.
- If the cancellation is due to severe weather which prevents a group from holding an event a full refund will be given or the event may be rescheduled.

## PHOTO RELEASE

CrossPointe takes photos and shoots video on the campus as a means to gather materials for promotional purposes. Accordingly, during the course of your stay, you and any of your guests may be photographed or videoed while participating in any of the campus events or enjoying any of the campus features. **Therefore, every guest of CrossPointe, by visiting the campus, acknowledges and agrees that these photos and videos may be taken and used in CrossPointe promotional materials.** Please notify your guests of this agreement.

## HEALTH SERVICE

CrossPointe does not employ medical professional nor do we stock medical supplies. We will assist with calling for first aid and public emergency services.

## CHANGES

Exceptions or additions to those stipulated in this agreement must be in writing and approved by both parties to this agreement with signatures of CrossPointe representatives, and attached to this agreement as a supplement. Special needs and/or services must be arranged 15 DAYS prior to the start date of the event.

**Each space rental includes a standard set-up (first configuration only).** Additional changes are subject to a fee of \$50 per change. CrossPointe reserves the right to move your event to other suitable room(s) and will notify you if this is necessary.

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## PAYMENT

- We prefer payment by check. Please make checks payable to CrossPointe Conference Center.**
- For your convenience, we accept payment by MasterCard, Visa and American Express.
- Accounts more than 30 days past due will be charged 1.5% on any unpaid balance.

## Additional Policies

- The CrossPointe Conference Center is an adult facility and primarily serves adult events.
- CrossPointe does not provide childcare. Children must be properly supervised at **all** times.
- Except for service animals; animals are not permitted.
- CrossPointe enjoys providing an alcohol and smoke-free environment for our all of our guests.
- Alcoholic beverages, illegal drugs, firearms and fireworks are **not** permitted.
- As a courtesy to all guests, please observe a noise curfew from 11:30pm to 6:30am.
- CrossPointe is not responsible for lost or stolen possessions. CrossPointe does not assume responsibility for damage or loss of any material articles prior to, during or following events.
- Please report all damages or maintenance needs to the CrossPointe staff. Groups will be held liable for damages caused by the careless use of the CrossPointe facilities.
- If you have any questions concerning your event, please call Susan Coleman at 540-382-7100 ext. 214 or John Coleman at 540-382-7100 ext. 205.

## Save Harmless and Indemnity Agreement

I, the undersigned, in consideration for and as a condition of the use of CrossPointe Conference Center hereby agree to defend, indemnify, and hold harmless the INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL and CrossPointe, its directors, employees, ministers, and agents from loss, claims of loss, costs, fees, and expenses, including court costs and attorney's fees, arising from, alleged to arise from, or in connection with use of or in connection with use of the facilities.

The individual signing below represents and warrant that they have full authority to execute this agreement and to fully bind their respective organizations or group, including all members and participants, to the provisions hereof.

## Signature

I have read and understand the information in the CrossPointe Reservation Agreement and agree to abide by the terms set forth therein.

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

**Please return this signed contract with a \$250 reservation deposit to:**

**CrossPointe Conference Center  
936 Life Drive, # 45  
Christiansburg, VA 24073**

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