

# Cedar Park Church Rental Information

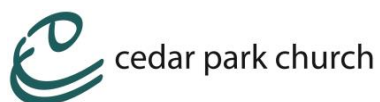
## Banquet Facilities



## Meeting Rooms and Classrooms



## Seating for up to 350



**A Member of the BC  
Conference of Mennonite  
Brethren Churches**

**Cedar Park Church  
5300 44<sup>th</sup> Avenue  
Delta, BC V4K 1C7**

**Ph: 604-946-7410**

**[cedarparkchurch.org](http://cedarparkchurch.org)**



**WELCOME.** Thank-you for considering us for your next function. We hope to provide those who enter our doors with friendly hospitality that will allow them to feel at home here.

**RENTAL RATES:** The Cedar Park Church facility can be rented by families, organizations, businesses, and government. Our rental rates reflect fair market value rates.

**ALIGNMENT WITH OUR PURPOSES:** At our discretion, we provide discounted rental rates for events that align with our purposes. This includes events that offer Christian worship, teaching, evangelism, or social outreach.

**BOOKINGS:** We retain the right to refuse bookings at our discretion. We want to ensure that the activities that take place in our building are consistent with our religious beliefs. Our *Confession of Faith* is included in contracts as Schedule C. Please note that each wedding rental request must be approved first by the lead pastor.

**KITCHEN USAGE.** You are welcome to prepare food in our kitchen, but it can't be sold off-site because of health department regulations. Likewise, you are permitted to hire a caterer to prepare food which will be consumed on the premises. Our kitchen is not licensed as a commercial kitchen that caterers can use to run a business serving off-site customers. If required, we will provide a **kitchen supervisor** who will help you run the equipment safely.

**STAFFING:** We can provide additional staffing for your rental event for a fee. If your event requires sound and visuals, enquire about hiring our **media technicians**. Rental users are not permitted to run our media equipment. If your event will be in the evening or on a weekend, we will add a **security host** to your contract, to unlock the building and stay onsite during your event.

**VOLUNTEERS:** It is your responsibility to recruit volunteers to help with set up and take down for your event. If you will be using the kitchen, your group will be responsible for washing the dishes and returning the all the supplies to the storage areas.

**PROOF OF LIABILITY INSURANCE:** We want your guests to be protected, so you must have your own liability insurance to rent space in the Cedar Park Church facility. The options are to add our location to your existing commercial liability coverage or purchase event insurance. Professionals working with clients must also have professional liability insurance. Affordable event insurance is available online through DUUO.

<https://duuo.ca/event-insurance/>

Use **Cedar Park Church Mennonite Brethren** for the venue when you are getting a quote. Send the church office a copy of your certificate before your event starts.

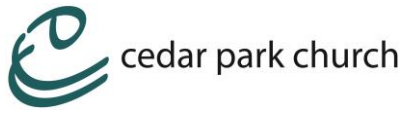
**ADVERTISING:** If you intend to advertise a proposed event, please ensure that you have signed a contract with us before you begin the advertising. Submit a draft of your advertising materials to the church office before you publish anything with our name and address on it.

**For more information please contact:**

**Sophia Chiu, Administrative Assistant**  
**Ph: 604-946-7410**  
**Email: admin@cedarparkchurch.org**  
**Hours: Monday - Thursday; 9:30 am – 3:30 pm**

		Amount	Total
<b>Media Technicians</b> Our trained media technicians can be hired to operate the sound system and visuals.		\$45/hr for each technician	
<b>Security Host</b> We will add a security host to contracts that take place in the evening or on weekends. The host will be responsible for giving you access to the building, providing security during your event, and activating the alarm when your event is over.		\$20/hr	
<b>Kitchen Supervisor</b> Enquire about adding a kitchen supervisor to your contract. The supervisor will have a food-safe certificate and assist you in operating our kitchen equipment safely.		\$25/hr	
<b>Half-Day Sanctuary Rental - No change to Seating</b> (e.g. Wedding Rehearsal, Wedding Ceremony, Recital)		\$550	
<b>Full-Day Sanctuary Rental - No change to Seating</b> (e.g. Conference)		\$1000	
<b>Standing Reception</b> Buffet tables for food and up to six round tables for guests in the Heritage Room and foyer. Tablecloths included. Up to 100 people Up to 250 people More than 250 people		\$670 \$860 \$1060	
<b>Room Rentals</b>	<b>Office Hours</b>	<b>After Hours</b>	
Kitchen only (e.g., cooking class) Includes Kitchen Supervisor	\$80/hr	Base rate plus \$20/hr security	
Large Room – max 60 people	\$40/hr Max \$200/day	Base rate plus \$20/hr security	
Medium Classroom – max 30 people	\$30/hr Max \$120/day	Base rate plus \$20/hr security	
Small Classroom or Office – max 15 people	\$30/hr Max \$120/day	Base rate plus \$20/hr security	
<b>SUBTOTAL</b>			
<b>DISCOUNT*</b>			
<b>TOTAL DUE</b>			
<b>DAMAGE DEPOSIT</b>			<b>\$200</b>

\* At our discretion, we may provide discounts to rental users who align with our purposes of Christian worship, teaching, evangelism and social outreach.



**FACILITY RENTAL REQUEST (SCHEDULE B)**

Sophia Chiu, Administrative Assistant  
 Phone: 604-946-7410

Email: [admin@cedarparkchurch.org](mailto:admin@cedarparkchurch.org)

<b>Key Contact</b>	<b>Details</b>
First Name	
Last Name	
Email	
Phone	
Address	
Address	
City	
Prov	
Postal Code	
<b>Schedule Requested</b>	<b>Details</b>
Type of Event / Activity	
Estimated Number of Attendees	
Name of Organization	
Start Date and End Date	
Days of the Week	
Access Time (Doors Unlocked)	
End Time	
<b>Insurance</b>	<b>Details</b>
Do you have commercial general liability coverage for an organization?	
Are you hoping to work with clients? If so, do you have professional liability insurance?	
Is this for a private event? If so, confirm that you will purchase event liability insurance.	
<b>Proposed Activities</b>	<b>Details</b>
What will your group be doing?	
<b>Proposed Purposes</b>	<b>Details</b>
Does your event include Christian content, education, evangelism or social outreach?	

Schedule B consists of the information we collect with our online **Facility Rental Request** form.

It is available at <https://www.cedarparkchurch.org/facility-rental-request>

A print-out of the completed form may be used as Schedule B.

For the full text, please visit <https://www.mennonitebrethren.ca/the-mb-confession-of-faith-full-text/>

**1. God**

We believe in the one, true, living God, Creator of heaven and earth.

**2. Revelation of God**

We believe that God has made Himself known to all people.

**3. Creation and Humanity**

Humans, the crowning act of creation, were designed to live in fellowship with God and in mutually helpful relationships with each other.

**4. Sin and Evil**

Whether in word, deed, thought, or attitude, all humans are under the domination of sin and, on their own, are unable to overcome its power.

**5. Salvation**

We believe that God is at work to accomplish deliverance and healing, redemption and restoration in a world dominated by sin.

**6. Nature of the Church**

The church exists as local bodies of believers and as a worldwide community of faith.

**7. Mission of the Church**

We believe the good news of God's salvation in Jesus Christ is for all people.

**8. Christian Baptism**

Baptism is an act of obedience which testifies that God in Christ has forgiven and cleansed a person from sin, freed them from the power of sin and death, given them the Holy Spirit, and united them with the body of Christ.

**9. Lord's Supper**

The Supper expresses the fellowship and unity of all believers with Christ.

**10. Discipleship**

We believe that Jesus calls people who have experienced the joy of new birth to follow Him as disciples.

**11. Marriage, Singleness, and Family**

We believe that marriage and the family are instituted by God. The church blesses both marriage and singleness and encourages families to grow in love. Marriage is a covenant relationship intended to unite a man and a woman for life. At creation, God designed marriage for companionship, sexual union, and the birth and nurture of children. Sexual intimacy rightfully takes place only within marriage.

**12. Society and State**

We believe that God instituted the state to promote the well-being of all people. Christians cooperate with others in society to defend the weak, care for the poor, and promote justice, righteousness, and truth.

**13. Love and Nonresistance**

We believe that the evil and inhumane nature of violence is contrary to the gospel of love and peace. In times of national conscription or war, we believe we are called to give alternative service where possible.

**14. Sanctity of Life**

We believe that all human life belongs to God. Each person is created in the image of God and ought to be celebrated and nurtured.

**15. Stewardship**

Good stewardship uses the earth's abundance to meet human need but resists the unjust exploitation of the earth and its peoples.

**16. The Lord's Day, Work, and Rest**

We believe that God's act of creation is the model for human activity. While sin has corrupted work and rest, redeemed people are called to restore labor and rest to their proper place.

**17. Christianity and Other Faiths**

We believe that the saving grace of God in Jesus is the only means of reconciling humanity with God.

**18. Christ's Final Triumph**

We believe that our Lord Jesus Christ will return visibly and triumphantly at the end of the present age. The church must always be prepared to meet the Lord, living in expectation of His imminent return.

Dated: \_\_\_\_\_

BETWEEN:

BC Conference of Mennonite Brethren Churches as represented by:  
Cedar Park Church 5300 44<sup>th</sup> Avenue Delta, BC V4K 1C7  
Phone: 604-946-7410

AND: \_\_\_\_\_  
Rental User

WHEREAS

The BC Conference of Mennonite Brethren Churches is the registered owner of the lands, buildings, and facilities at 5300 44<sup>th</sup> Avenue, Delta, BC V4K 1C7. Cedar Park Church operates the facilities for use by members of the church and to others who agree to abide by the terms of this agreement.

The parties agree as follows:

#### **A. License**

Cedar Park Church agrees to provide the rental user the rented portion of the facility and/or services and equipment for the function at the date and times set out in Schedule "B" *Facility Rental Request*. The rental user will have access to the relevant portion of the facility and/or related services and equipment at the rates identified in Schedule "A" *Rates*. The rental user will be fully aware of the religious beliefs we promote, and respectfully acknowledge the lifestyle guidelines outlined in our *Confession of Faith* included in Schedule "C." Refer to the terms and conditions of usage below.

#### **B. Booking Requirements and Charges**

1. A refundable damage deposit of \$200 is required to secure the rental dates. All advertisements and flyers using the name of the church must be approved by the church office prior to distribution.
2. For single event use, the full amount is due on or before the rental date. For recurring use, the full amount is due for each month by the 10<sup>th</sup> day of the following month.
3. To cancel the contract, a minimum of three days advance notice is required, or a \$50 booking fee will be deducted from the damage deposit.
4. If the rental user agrees to provide volunteer workers, and these workers do not fulfill their obligation to the extent that hired staff must fill in, the unexpected staffing costs will be deducted from the damage deposit.
5. If refreshments or a meal are required for an event, the rental user will be responsible for the full cost of the food and catering.

#### **C. Terms and Conditions of Usage**

The following terms and conditions of usage apply to the rental user and all persons attending the function.

1. The rental user acknowledges that the facilities are a religious facility in support of the religious mission of the church.
2. The rental user acknowledges that Cedar Park Church operates the facilities primarily for use by members of the church and for others who agree to abide by the terms of this

agreement and act in accordance with the lifestyle guidelines consistent with the church's religious beliefs. The rental user acknowledges that Cedar Park Church promotes Christian marriages as a lifelong covenant between a man and a woman for the purpose of companionship, sexual union, and the birth and nurture of children.

3. Smoking, the consumption of alcohol, and the consumption of non-prescription drugs is prohibited on the church property. Rental users will not participate in gambling on the church property.
4. There is no obligation on the part of Cedar Park Church to provide medical personnel or medical supplies. If any person attending a rental function has an accident, medical emergency or requires medical attention of any kind, the renter will bear full responsibility for such event and its cause and consequences.
5. Cedar Park Church will not be responsible for any damages to or loss of property of the rental user or attendees.
6. Cedar Park Church will not be responsible for any injuries, including death that may be suffered by attendees, the rental user or the rental user's representatives, arising out of use of the premises or equipment.
7. Rental users will not bring any pets or domestic animals onto the premises.
8. All members of the rental party must stay in the areas designated for the event.
9. Anyone using the childcare area must provide a supervisor, who will stay in the childcare area with the children at all times.
10. The kitchen facilities can only be used under the supervision of a designated kitchen supervisor with a food-safe certificate.
11. A designated security host may be provided for rental usage occurring outside regular working hours.
12. Specialized equipment such as: lighting system, sound system, recording, video and audio equipment, etc., may only be used by qualified and/or designated technicians.
13. Any relocation of equipment/furniture must be done in consultation with the custodian(s) of the church. The large instruments must not be moved.
14. If there is any damage to property and/or equipment incurred by rental users, the rental user will be held responsible. All breakages/damages must be reported to the office. Some or all of the damage deposit will be withheld if there is damage to the building or equipment.
15. The rental user is required to provide proof of comprehensive liability insurance with coverage for any one occurrence or claim of not less than 2 million.

#### **E. Disclaimers**

1. Rental to any group does not mean that Cedar Park Church endorses the beliefs and practices of the rental group.
2. If information provided in the rental agreement is discovered to be inaccurate, the event may be cancelled without notice, even if in progress, without refund of fees.

**CEDAR PARK CHURCH** by its authorized signatory:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

**RENTAL USER** by its authorized signatory:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date