Rentals

Clairmont Community Church

www.ClairmontCommunityChurch.com

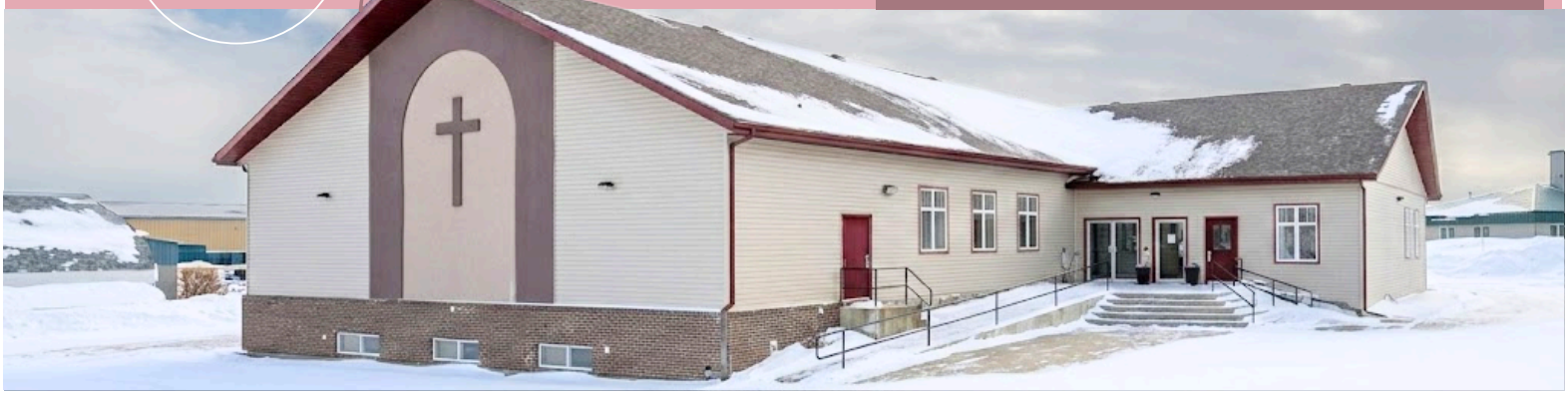
Welcome

COMMUNITY, CELEBRATION AND CONNECTION

Thank you for considering Clairmont Community Church for your upcoming event. Finding the right venue is one of the most important steps in planning any gathering, and we are thrilled to share our space with you.

Nestled in the heart of Clairmont, just 15 minutes from the bustle of Grande Prairie, our church offers a peaceful, welcoming environment designed to bring people together. We believe that a beautiful, highly functional venue should be accessible and affordable, and we are proud to offer a high-value space that doesn't compromise on quality or comfort.

Clairmont



LOCATION

9905 100 Ave, Clairmont, AB

PHONE

780.567.4099

EMAIL

clairmontchurch@gmail.com

In the following pages, you will find our facility rates, straightforward rental policies, and the booking contract.

We look forward to working with you to make your event a seamless and memorable success!

Rooms

– Clairmont Community Church

SANCTUARY

With comfortable seating for up to 341 guests, excellent acoustics, and a spacious stage, our main hall provides a graceful, light-filled backdrop for elegant wedding ceremonies, engaging keynote lectures, and musical performances.

There is a soundproof **Parent's Room** with window and audio of the main hall, so you can host family-friendly events without disrupting your planned occasion.

KITCHEN

Our large, well-equipped kitchen features double ovens, a dishwasher, and plenty of prep space, making it perfectly suited for self-catered events, potlucks, and simple reception prep.

GREEN ROOM

Perfect for small to mid-sized gatherings, this versatile open room seats up to 118 guests at tables. It is an ideal setting for workshops, classes, and games.

Services

Sound Technician

To ensure your vows are heard perfectly, your presentation runs smoothly, and your music sounds incredible, we offer the dedicated services of our in-house sound technician.

Cleaning

We want your event to end on a high note! Our custodial team will take care of the bigger jobs before and after your event so all you have to do is leave the facilities respectfully tidy when you're done.

Rental Agreement

RENTER & EVENT DETAILS

Name of Renter / Organization:

Primary Contact Person:

Phone Number:
Email:

Type of Event:

Date(s) of Event:

Expected Attendance:

Time In:
Time Out:
Include setup and teardown time

SPACE REQUESTED & BASE RATES

Check all that apply. Half-Day is up to 4 hours; Full-Day is up to 8 hours.

[ ] Sanctuary / Main Hall (Max Capacity: 341)
- [ ] Half-Day: $250 [ ] Full-Day: $450

[ ] Green Room (Max Capacity: 149, or 118 seated with tables)
- [ ] Half-Day: $150 [ ] Full-Day: $275

[ ] Kitchen (Use of ovens, stoves, fridge, dishwasher, dishes)
- [ ] Flat Add-on Fee: $75
- Requirement: A copy of a valid Food Safety Certification for the lead food handler must be attached to this agreement.

ADDRESS

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T8X 5A8, Canada

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SERVICE FEES

[ ] Sound Technician:
$50/hour x ____ hours = $_____
- Required for all Sanctuary bookings using A/V equipment. There is a minimum 3-hour charge of $150 to cover setup, soundcheck, and teardown.

[ ] Cleaning Fee: $150
- Required for all bookings with 10 or more people.

[ ] Refundable Damage Deposit: $500
- Required upfront to secure the date. Returned after the event, provided no damage occurred and the facility is left in an acceptable condition as per the attached checklist.

SIGNATURES

Name:
Date:
Signature:

TOTAL RENTAL COST (EXCLUDING DAMAGE DEPOSIT)

$

Policies

CONDITIONS OF USE

1. _____ **Priority & Availability:** Bookings are considered on an availability basis, with priority given to Clairmont Community Church activities.
2. _____ **Non-Endorsement:** Usage of the church building and facilities by any group does not mean that Clairmont Community Church endorses the beliefs and practices of such group.
3. _____ **Payments are Non-Refundable:** All standard rental payments are strictly non-refundable once booked. (Note: The Damage Deposit is separate and is refundable based on the post-event inspection).
4. _____ **Liability Insurance:** All renters must obtain and provide proof of event liability insurance prior to the event date.
5. _____ **Alcohol-Free Property:** Renters must provide their own food and beverages. Alcohol is strictly prohibited anywhere on church property.
6. _____ **Wedding Ceremonies:** For wedding ceremonies, couples must meet with a pastor of Clairmont Community Church before a booking can be officially secured.
7. _____ **Confetti/Rice Ban:** Thrown or fired confetti, rice, birdseed, or similar items are prohibited on church property (inside and outside).
8. _____ **A/V Equipment:** Church electronics and sound/media systems must be operated exclusively by our in-house sound technician.
9. _____ **Church Property:** No equipment or property (including tables, chairs, or decor) may be removed from the church building or grounds.
10. _____ **Damages:** Renters will be held fully liable for any damage done to the church or church property during their rental period. All damaged or broken items must be reported to the church office immediately.

POST-EVENT CHECKLIST

We want your event to end on a high note! Because your rental includes a standard cleaning fee, our cleaning staff will take care of the heavy lifting.

To ensure the full return of your $500 Damage Deposit, we require that you leave the facility tidy and take your belongings with you.

[ ] **Personal Items:** All personal decorations, equipment, and belongings have been removed.

[ ] **Garbage:** All garbage is collected and placed into the provided garbage bins or tied in garbage bags. (Leave the bags in the main foyer; our cleaners will take them to the outside dumpsters).

[ ] **Spills:** Any major food or drink spills are wiped up so they do not stain the floors.

[ ] **Kitchen (If Rented):** All leftover food and beverages you brought have been removed from the fridge and counters. If you used church dishes, please load them into the dishwasher and start the cycle (or wash and leave them on the drying rack).

[ ] **Lock Up:** All lights are turned off and exterior doors are locked (if provided with a key/code).

Event Insurance

To rent the facility, Clairmont Community Church requires you to hold a Special Event Liability Insurance policy for the date of your event.

Because alcohol is strictly prohibited on the property, this policy is usually very affordable and easy to get.

Coverage Type:
Special Event Liability Insurance.
(No Alcohol)

Coverage Amount:
$2,000,000 (minimum) liability coverage.

Additional Insured:
"Clairmont Community Church" must be explicitly named on the certificate as an "Additional Insured."

Where to get it:

Your own broker: The easiest and cheapest route is often calling whoever provides your current home, tenant, or auto insurance. They can usually add a simple one-day event rider to your existing policy.

Online Event Insurers: If your broker cannot do it, you can purchase one-day policies online in just a few minutes through Canadian providers like Duuo (duuo.ca) or PAL Insurance (palcanada.com).

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