



# *THE CROSSING*

*at St. Paul's, Ltd.*



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The Crossing at St. Paul's, Ltd. is a unique Christian social enterprise project situated in the heart of Walsall, close to bus and rail stations, housing a range of accessible conference rooms.

Audio/Visual media and training equipment are available for hire to facilitate your meeting.

Our excellent in-house Catering Service provide refreshments including hot and cold buffets.



## The Crossing Coffee Shop (1st floor)

We offer a wide variety of freshly-prepared, high quality food from cooked breakfasts to afternoon tea.

(Passenger lift to this floor)

Free WiFi








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## **ROOM/EQUIPMENT BOOKING**

Rooms	Description	Capacity	Includes
<b>NORTH ROOM</b> 	(11m x 6.5m max) - L-shape - Ideal for training, presentations, meetings etc.	Theatre 40 Boardroom/U-shape 25/20	Includes use of 'drop down' projection screen. Note: Evening events (after 6pm) incur a surcharge of £10.00 per hour due to security/ caretaking requirements
	Day £195 + VAT	1/2 Day £120 + VAT	Evenings £100 + VAT
<b>EAST ROOM</b> 	(9.3m x 7.3m) - Ideal for meetings, displays and exhibitions etc.	Theatre/Horseshoe Style 65 Boardroom 30/25 U shape 30 Café Style	Note: Evening events (after 6pm) incur a surcharge of £10.00 per hour due to security/ caretaking requirements
	Day £195 + VAT	1/2 Day £120 + VAT	Evenings £100 + VAT
<b>SOUTH AISLE</b> 	(8.5m x 5.5m) - Ideal for smaller meetings, training etc	Theatre 30 Boardroom/U shape 20/16	Note: Evening events (after 6pm) incur a surcharge of £10.00 per hour due to security/ caretaking requirements
	Day £160	1/2 Day £100	Evenings £100
<b>KITCHEN</b>	- With serving Hatch into North Room.  Standard rate: £40.00 + VAT	Use of cooker, fridge, kettle, and 1 microwave oven  Extra: £20.00 + VAT	

Cold weather charge applicable between November and March			
Equipment	Price	Equipment	Price
Flip Chart/ Pad/Pens	£ 26.00 + VAT	Projector only	£ 39.00 + VAT
TV/ Video/ DVD	£ 26.00 + VAT	Screen	£ 13.00 + VAT
Laptop only	£ 39.00 + VAT	Microwave (Additional to Kitchen)	£ 13.00 + VAT
Laptop and projector	£ 62.50 + VAT		
Passenger Lift Available	N/A		



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## BOOKING POLICY

1. All bookings must be confirmed in writing, detailing requirements, order/reference number and name and address for invoicing.
2. When booking, please allow adequate time to set up and clear away. Due to on-going meetings, access to rooms will be permitted 15 minutes prior to the start of the meeting. The room must be vacated within 15 minutes of the end of the session.
3. Bookings are accepted on a no deposit basis and payment in full is required on or before the day of the meeting/event. Credit terms where appropriate, are 30 days net. For private/individual bookings, we reserve the right to request a reservation guarantee, which will be refunded in full after the event, provided that the room has been left in the same condition that it was found.
4. Cancellation—once confirmation has been received, all cancellations will incur a £25 administration charge. Thereafter:
  - A. up to 5 working days before the event—50% of net cost of event
  - B. 24 hours or less 100% of net cost of event.
5. We welcome people with restricted mobility but would ask that you inform management of anyone with a disability in case emergency evacuation is necessary.
6. We reserve the right to amend or change your actual room booking - we will endeavour to accommodate you in a room of equal or better standing at no extra charge.
7. There is a strict NO SMOKING policy throughout the building and this must be adhered to at all times.
8. The Crossing at St Paul's, Ltd. accepts no liability or responsibility for any loss or damage to any personal belongings or items of clothing belonging to any person using the rooms. Furniture and equipment are provided for your use and convenience and we would ask that you pay particular attention to all that you use and avoid accidents.
9. All meetings and events should be conducted in a civil and respectful manner in keeping with the ethos of the building.
10. Any damage to the fabric of the room, building, furniture or equipment must be reported to Management.
11. Management reserve the right to take any necessary action to remedy any given situation that causes concern to the public or any other users of the building.
12. Meeting organisers or leaders must be aware of the evacuation procedure, instruction can be given, together with an escape plan.
13. Any accidents should be reported to management immediately.
14. Catering is provided by our Coffee Shop and no outside catering is permitted. Special arrangements will be at the discretion of Management, although no responsibility will be assumed.
15. Evening meetings will be stewarded and charged accordingly.



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## MENU

All menu contents are subject to availability.

### The Pearson Menu

Selection of Bridge Rolls (wholemeal/white)  
Gluten free available on request.

Salmon & Cucumber, Roast Beef & Horse-radish, Cheese, Spring onion, and Egg, cress & Mayonnaise

With

Canapes (v)  
Assorted Dim Sum (v)  
Chicken Skewers  
Lattice Fries (ve)  
Cake / Fruit Platter (G/F)

All for £13.95 + VAT

### The Jerome Menu

Sandwiches (Choose 2 fillings)  
Cheese, Spring Onion and Mayo, Ham & Tomato, Egg Mayo, or Plain Tuna

With

Sausage Rolls or Vegetarian Pastries  
Crisps  
Cake  
Fruit Platter

All for £11.75 + VAT

### TAKE OUT NOW AVAILABLE The Crossing Healthy Option



A selection of wraps and low fat bread thins, breads filled with chicken strips and fresh salad, tuna, plain egg, or create your

Own Chicken/Vegetable Skewers,  
Oven Baked Lattice Fries (ve), Mixed salad  
Mixed fruit platter

All For £ 11.75 + VAT

### Beverages

Tea/Coffee @	£2.20 +VAT
Tea/Coffee and Biscuits @	£4.00 +VAT
Tea/Coffee/Cake @	£6.50 +VAT
Mineral Water	£3.00 +VAT
Fresh Orange Juice Jug (6 glasses)	£8.00 +VAT
Cordials Jugs, (Orange, Blackcurrant, Lemon, Vimto)	£ 5.00 + VAT

*We include Tea and Coffee with all our Buffet Menus and also serve jugs of water. Tea & Coffee is bottomless.*

*If you have any special requirements, we would be happy to quote you for your individual needs.*





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## **FIND AND CONTACT**

### **Location:**

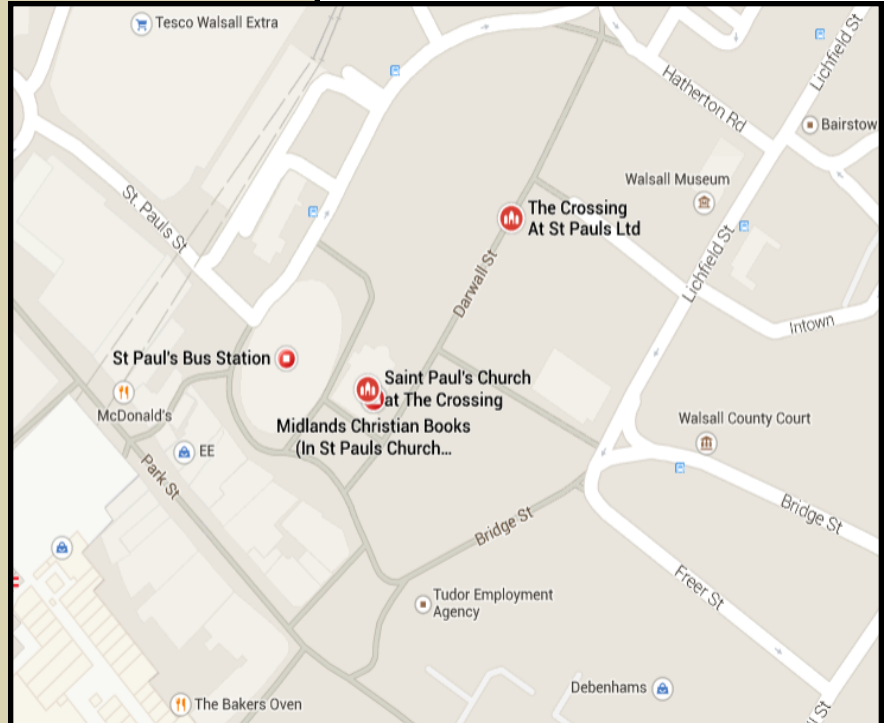
The Crossing is located at St Paul's Church Building opposite the main bus station at the lower (town centre end) of Darwall Street.

### **Car Parking:**

Council and other parks are located within easy walking distance. The Saddlers Centre also has parking (access via Bradford Place) which allows you to pay afterwards, thus allowing you more flexibility. Exit onto Bradford Place, cut across Civic Square, and across the road to The Crossing.

### **Rail:**

The Saddlers Centre also houses the main railway station. Exit onto Park Street, cut through Butlers Passage, and across the bus station to The Crossing.



**Operations Manager:**  
Michelle Davis

**Telephone:**  
01922 645992