

## WEDDING CONTRACT & INFORMATION FORM

Bride's full name \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Groom's full name \_\_\_\_\_ Phone \_\_\_\_\_

Date of wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of rehearsal \_\_\_\_\_ Time (Limited to 1 hour) \_\_\_\_\_

Reception: Family Room \_\_\_\_\_ CLC \_\_\_\_\_ End time \_\_\_\_\_

Reception End time must be no later than 9 pm on Friday and 5 pm on Saturday

**Building(s) will be open two (2) hours before wedding time unless special arrangements have been made with coordinator two weeks in advance. Early access is at a rate of \$75.00/hour.**

### FEES for WEDDING FACILITIES:

- ☒ Deposit.....\$100.00 Check payable to Asbury  
The deposit will be refunded within two - three weeks following the wedding, provided agreed upon terms are observed and facility is left in proper condition. Name and address for refund: \_\_\_\_\_
- ☒ Chapel.....\$750.00 Check payable to Asbury
- ☐ Minister Suggested Honorarium.....\$350.00 Check payable to minister (separate check)
- ☐ Live Stream & Recording (optional)..... \$125.00 Check payable to Asbury
- ☐ Organist fee (optional).....\$300.00 Check payable to Asbury

Asbury's Organist: Rosanna Corrales, rcorrales@asburytulsa.org, 918.407.4463 (To be contacted by bride and groom)

### FEES for RECEPTION FACILITIES (including tables, chairs, maintenance & security)

- ☐ Family Room (Capacity 120) .....\$400.00 Check payable to Asbury
- ☐ CLC (Capacity 280) ..... \$700.00 Check payable to Asbury
- ☒ Events Associate..... \$75.00 per hour Check payable to Asbury
- ☐ Sound Technician (optional)..... \$100.00 per hour Check payable to Asbury

**I/We have read the Asbury Wedding Policy and understand and agree to the rules and regulations set forth by the governing Board of Asbury. I/We understand that Asbury is a multi-use facility and items left overnight cannot be secured. I/We also understand that alcoholic beverages are NOT to be present anywhere on the church property (inside or outside). If alcoholic beverages are found or seen being consumed by couple or guests, I/We understand it is at the discretion of the Event Associate not to refund my deposit and take further action if needed. The bride and groom are held responsible for the actions of any guest. I/We agree to abide by these guidelines and the agreed-upon items in the Asbury Wedding Policy.**

**I/We understand that Asbury requires all marrying couples to go through premarital mentoring, counseling, or classes. While Asbury recommends Couple to Couple Ministry, I/We must discuss any others with my officiating pastor.**

Printed Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

This form must be turned into Jennifer Barnes, the Event Associate with the deposit to confirm date on the calendar. The balance must be turned in at the pre-wedding meeting 4 weeks prior to the wedding date.

Asbury, 6767 S. Mingo Road, Tulsa, OK 74133

[jbarnes@asburytulsa.org](mailto:jbarnes@asburytulsa.org) / 918.392.4582

Asbury Member Form

For Office Use ONLY  
Deposit Check # \_\_\_\_\_ Date \_\_\_\_\_