

Bride's full name _____ Phone _____ Email: _____
 Groom's full name _____ Phone _____ Email: _____
 Date of wedding _____ Time _____
 Date of rehearsal _____ Time (Limited to 1 hour) _____

Building(s) will be open two (2) hours before wedding time unless special arrangements have been made with Event Associate two weeks in advance. Early access is at a rate of \$100.00/hour.

FEES for WEDDING FACILITIES:

- ☒ Deposit.....\$100.00 Check payable to Asbury
 The deposit will be refunded within three weeks following the wedding, provided all policies and procedures are observed and facility is left in proper condition. Name and address for refund:
 Name: _____ Address: _____
- ☒ 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).....starting at \$350.00 Check payable to Asbury

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

I/We have read the Asbury Wedding Policy and understand 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 the 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 and understand our deposit will not be refunded if all rules, regulations and policies are not followed. 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 Asbury 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 / 918.392.4582

For Office Use ONLY
 Deposit Check # _____ Date _____