

Weddings

AT ASBURY SEMINARY



WEDDINGS
AT ASBURY SEMINARY



weddingsatasbury.com • 800.2ASBURY

TAKE YOUR *Walk* WITH US!



Weddings at Asbury offers the convenience of one location for your ceremony, reception, and overnight guest accommodations.



Schedule your site visit today and receive a free gift!

859.858.2129 or 800.2ASBURY

Ceremony

Choose your Chapel:

Whether you choose Estes or McKenna Chapel, you'll enjoy a beautiful setting for your wedding ceremony.



Photo by: Andy Olsen



Photo by: Nicholas Vitrakis

Pricing:

CEREMONY PRICING*

General public	\$899
Asbury University alumni, faculty, staff or students	\$849
Asbury Seminary alumni, faculty, staff or students	\$799
Wedding and reception discount	\$80

ADDITIONAL SERVICES

All-day reservations \$399

Additional fee to book the entire day (10 a.m.-9 p.m.)

Additional hours \$75/hr

With any regular five-hour block reservation, you may check with us three months prior to your wedding date to inquire about the availability of early or late access.

* Seasonal Discounts of \$200 are available for weddings held in months Jan-Mar
Ceremony pricing includes

CHAPEL RENTAL

Weddings are scheduled in five-hour time blocks, generally on Saturdays or Sundays.

- Saturday: 10am-3pm or 4-9pm
- Sunday: Any time between 1pm-9pm
- You may book the entire day for an additional fee
- Rehearsals are 5-6:30pm or 6:30-8pm on Fridays

ESTES CHAPEL DECORATIONS

- Two seven-stick candelabras
- Two pillars for flower arrangements
- Unity candle holders and two white taper candles
- Candles, brass candle holders and hurricanes for each of seven windows
- Guest book table in Atrium
- Plate and chalice for communion

CHAPEL EQUIPMENT

- organ (*may be used with prior approval*)
- black Yamaha grand piano
- three lapel microphones
- one pulpit microphone
- two stand microphones
- one boom microphone

SERVICES

- Professional Wedding Director
- Sound Director
- Sound Equipment

FACILITIES

- Bride and groom dressing rooms

Wedding Ceremony Policies & Procedures

DEPOSIT

A \$400 non-refundable deposit is required to confirm your wedding ceremony reservation.

PAYMENT

The remaining balance is due no later than seven days prior to the wedding. Any additional charges incurred (i.e. late access, damages, etc.) will be billed following the event. If additional charges are incurred, a late payment fee of 5 percent will be added for payments not received within 30 days.

DAMAGES

Damages, breach of policies or additional cleanup required after the event are subject to charges (\$50 minimum).

STAFF

Asbury Seminary's wedding and event coordinator will assist you with any questions or concerns pertaining to your reservation.

Asbury Seminary's wedding director will assist you with details surrounding your rehearsal and wedding day.

MAKING A RESERVATION

Our chapels and dining rooms may be reserved up to 18 months in advance. To inquire about date availability, please either:

- Complete and submit the form found on weddingsatasbury.com
- Call our Event Coordinator

Once it is confirmed that your date is available, complete the Wedding Reservation Request form, found at the end of this packet.



Reception



Reception Packages:

ROOM RENTALS

Cordelia A or B Banquet Room <i>Seats up to 50 guests</i>	\$149
Cordelia A and B Banquet Room <i>Seats up to 120 guests</i>	\$249
Stevens Pike Banquet Hall <i>Seats up to 250 guests</i>	\$499
Stevens Pike, Cordelia A and B Banquet Rooms <i>Seats up to 375 guests</i>	\$649

Reservations must be made in advance. Rooms can be rented for Receptions, as well as Rehearsal Dinners.

ROOM RENTALS INCLUDE

- A four-hour block of time (30 mins after ceremony starts)
- Two and a half hour setup prior to start time of reception
- Use of LCD projector, screen, computer, microphone & sound
- Use of black Yamaha baby grand piano
- iPod/iPhone connector

DECORATIONS PROVIDED

- Table linens, flatware, dinnerware and stemware
- Table(s) designated for wedding cake(s); Gift table
- Glassware, votive candles, decorative mirrors

MUSICIANS/DJ'S

It is the responsibility of the contracting party to provide any music/musicians desired, including operation of all equipment. Recommendations for area musicians can be provided at your request.

ADDITIONAL HOURS

To extend your four-hour reception window, check with us to inquire about the availability of early/late access for \$75/ additional hour.

DEPOSITS

A 50% deposit is required to confirm your reception reservation. This deposit will be credited to your final bill.

SALES TAX

Kentucky state sales tax (6%) will be added to all final catering bills on food and beverage items only.

SERVICE CHARGE

A 15% service charge will be added to all final catering bills on food and beverage items only.

EARLY/LATE FEES

Bridal parties on the premises before or after contracted time block will be subject to early/late fees of \$100/hour.

CATERING

All receptions held at Asbury Seminary must use our catering service. See menu for more details.





Ceremony & Reception UPGRADES



TAKE YOUR CEREMONY
OR RECEPTION TO THE
NEXT LEVEL WITH THESE
AFFORDABLE ADD-ONS!

Ceremony:

ADDITIONAL SPIRAL OR ARCING CANDELABRAS

Add an arcing or two spiral candelabras to your reception for just \$65/each.

Reception:

CHAIR COVERS

Add a touch of class to your reception with our white chair covers:

- \$3.00/each We put them on and remove them after your event.

DANCE FLOOR

Make your first dance one to remember with the addition of our professional dance floor. Choose either an 18' x 12' or 15' x 15' for only \$375, which includes installation and tear-down.

DIY DJ EQUIPMENT

Turn up the music at your reception with our DIY sound equipment: Includes two 400 watt speakers on stands, Bluetooth power mixer, wireless microphones, installation and teardown all for only \$149.

DANCE PACKAGE (DANCE FLOOR AND DIY DJ EQUIPMENT)

Love to break it down on the dancefloor? Combine the Dance Floor and the DIY DJ Equipment for only \$499.



Photo by: Cydall Waggoner

Catering

Catering

Whether you desire a full-service dinner or the simplicity of a buffet, our catering team will make your rehearsal dinner or reception an event to remember.

[View our full menu and pricing at weddingsatasbury.com.](http://weddingsatasbury.com)

Asbury Seminary facilities are alcohol and smoke free.

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Popular Catering Choices:

HORS D' OEUVRES:

Prosciutto and Melon

Roast Beef delicately wrapped around Kentucky Asparagus served with Dijon Mayonnaise

Bouchees: a delightful assortment of bite-size sandwiches

Mini Hot Browns: a smaller version of a Kentucky tradition

Chicken Osso Bucco: chicken drumsticks frenched and served with our Portuguese Romesco sauce

SERVED ENTREES:

Chicken Calabria

a breast of chicken served with roasted artichoke, red peppers and a white wine sauce all served with wild rice and fresh seasonal vegetables.

Beef Tenderloin

a grilled tenderloin of beef with your favorite starch and fresh seasonal vegetables.

Classic Beef Lasagna

a delectable roll of pasta filled with ricotta and mozzarella cheeses in a meaty or vegetarian sauce served with garlic bread and fresh seasonal vegetables.

BUFFETS

Italian

Bowtie, fettuccine, and penne pastas; pesto, marinara, garlic and oil, and Alfredo sauces with your choice of meatballs or Italian sausage, served with house salad and garlic bread.

Sunday Dinner

Roasted turkey breast with cornbread stuffing, glazed-sliced ham, mashed potatoes and gravy, sweet potatoes, choice of bean casserole or corn pudding and Grandma's dinner rolls.





Asbury Inn & Suites



Asbury Inn & Suites Accommodations:

Your guests will appreciate that the AAA approved, Trip Advisor awarded Asbury Inn & Suites is located right on campus, within walking distance of all wedding ceremony and reception sites. We have newly renovated suites that include a two-bedroom suite, ideal for extended family or members of the bridal party, as well as a honeymoon suite that includes a two-person whirlpool tub.

Amenities include:

CABLE (HDTV)
 FREE WIRELESS INTERNET
 REFRIGERATOR
 MICROWAVE
 IRON & IRONING BOARD
 HAIR DRYER
 ALARM CLOCK
 DOWN ALTERNATIVE COMFORTERS

**Subject to availability
 **Additional charges apply.*

Also available:

COMPLIMENTARY HOT BREAKFAST
 24-HOUR FRONT DESK STAFF
 FREE PARKING
 DAILY NEWSPAPER
 BUSINESS CENTER
 AIRPORT SHUTTLE SERVICE**
 FITNESS CENTER
 CRIBS & ROLLAWAY BEDS**
 ICE & VENDING MACHINES



Room Options:

ASBURY INN FEATURES:

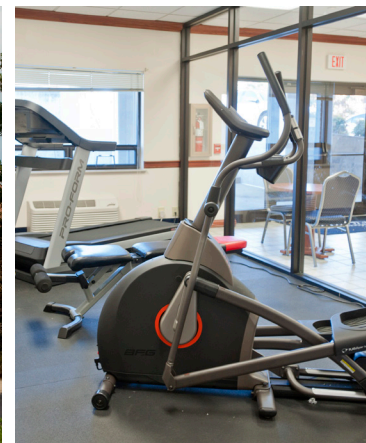
- Rooms with King bed (& Queen pull-out sofa)
- Handicap-Accessible room (King bed)
- Rooms with two Queen beds

ASBURY INN SUITES FEATURE:

- One bedroom with a king-sized bed & separate living room
- Two-bedroom suite (handicap-accessible)
- Asbury Inn VIP/Honeymoon suite

Asbury Inn & Suites rates are based upon double occupancy and are subject to change. Additional persons (ages 12 and up) are additional cost per night. Group blocks of 10 or more rooms are eligible for discounted rates. Feel free to contact the front desk for the most updated pricing.

asburyinn.com





ASBURY
theological
SEMINARY

Directions and maps

Asbury Theological Seminary
204 N. Lexington Avenue
Wilmore, KY 40390
800.2ASBURY
asburyseminary.edu

The Asbury Seminary Kentucky campus is located 11 miles south of Lexington, Ky.



Campus Map

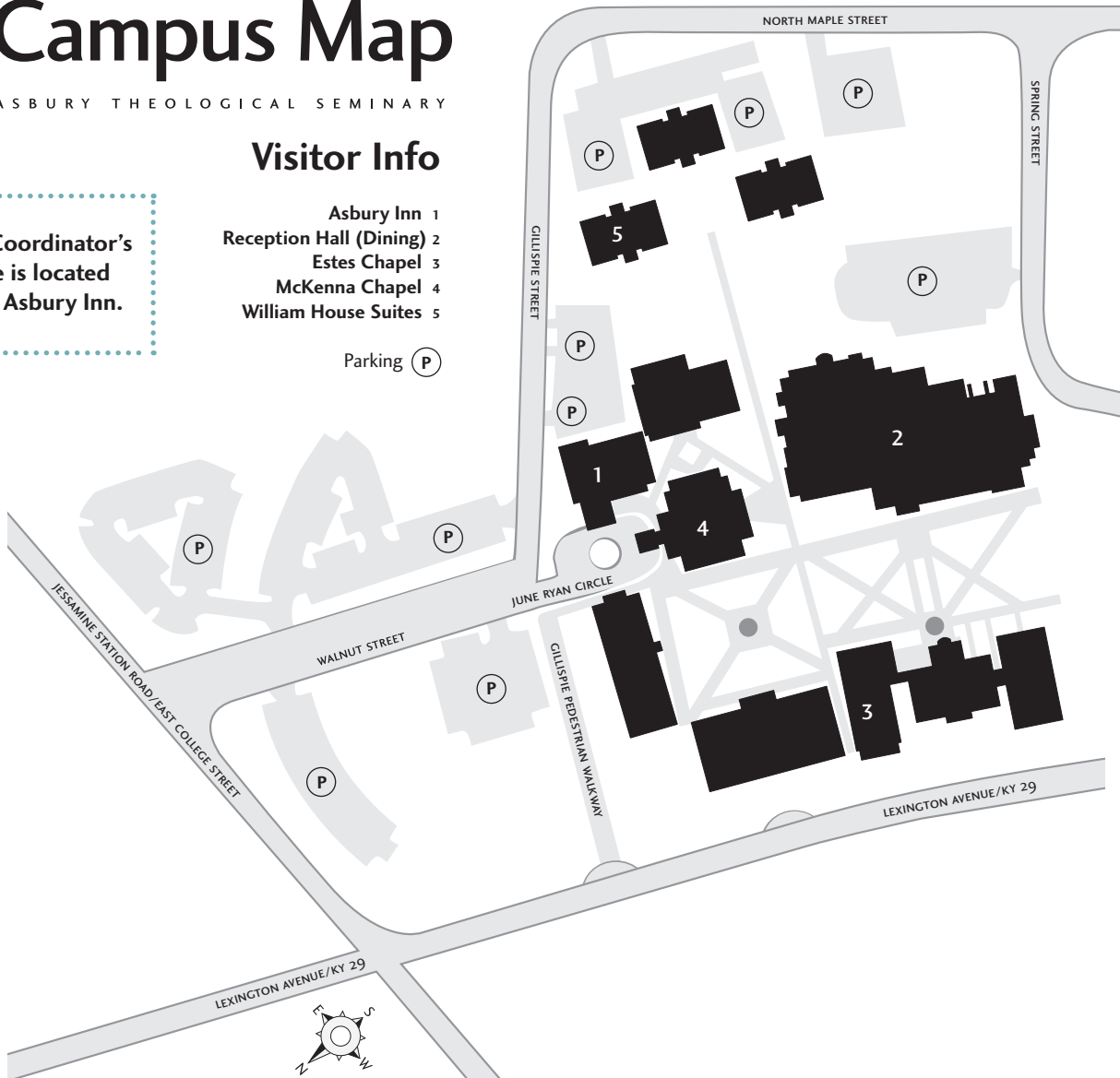
ASBURY THEOLOGICAL SEMINARY

Visitor Info

Event Coordinator's office is located within Asbury Inn.

- Asbury Inn 1
- Reception Hall (Dining) 2
- Estes Chapel 3
- McKenna Chapel 4
- William House Suites 5

Parking (P)





When only the Best will Do!

We pride ourselves on the fact that we use only top quality ingredients to create the perfect cake for your perfect day.

www.sugarforest.com

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WEDDINGS
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Preferred Vendor



WEDDINGS

AT ASBURY SEMINARY

Reservation request form

You may return this form by fax to 859.858.2244 or mail to: Weddings at Asbury, 204 N. Lexington Avenue, Wilmore, KY 40390

Primary Contact Information

CONTACT PERSON _____	HOME _____
ADDRESS _____	CELL PHONE _____
_____	EMAIL _____
WEDDING CEREMONY AND/OR RECEPTION _____	EVENT DATE _____ CEREMONY START TIME _____

Requested Chapel (five-hour window only)

- ESTES CHAPEL \$899 (seats 660)
- MCKENNA CHAPEL \$899 (seats 350)
- INTIMATE WEDDING \$375 (less than 50 guests)

**Additional time may be added 3 months prior to wedding date for \$75/extra hour*

REHEARSAL TIME REQUESTED	<input type="checkbox"/> 5-6:30 p.m.	<input type="checkbox"/> 6:30-8 p.m.
CEREMONY TIME BLOCK REQUESTED	<input type="checkbox"/> 10 a.m.-3 p.m.	<input type="checkbox"/> 4-9 p.m.
ALL DAY	<input type="checkbox"/> 10 a.m.-9 p.m. (\$399) additional	

**Additional reception time may be added for \$75/hr Day of additions are \$100/hr*

**Sunday time blocks are flexible between 1 p.m. and 9 p.m.*

Requested Reception Hall (4.5 hours from start of ceremony)

- | | |
|--|-------------------------|
| <input type="checkbox"/> STEVENS-PIKE DINING ROOM (seats 250) | \$499 + FOOD & BEVERAGE |
| <input type="checkbox"/> CORDELIA THOMAS A DINING ROOM (seats 50) | \$149 + FOOD & BEVERAGE |
| <input type="checkbox"/> CORDELIA THOMAS B DINING ROOM (seats 50) | \$149 + FOOD & BEVERAGE |
| <input type="checkbox"/> CORDELIA THOMAS A & B DINING ROOMS (seat 100) | \$249 + FOOD & BEVERAGE |
| <input type="checkbox"/> STEVENS-PIKE DINING ROOM & CORDELIA A & B (seats 375) | \$649 + FOOD & BEVERAGE |

**Reception time block is additional time based on start of ceremony (4 hours for guests, plus 2 hours to decorate)*

APPROXIMATE NUMBER OF GUESTS _____	MENU SELECTION _____
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Hotel/group block

Will you need to reserve any guest rooms? yes no

Couple contact information

BRIDE _____	GROOM _____
ADDRESS _____	ADDRESS _____
PHONE _____	PHONE _____
EMAIL _____	EMAIL _____
PARENTS _____	PARENTS _____
ADDRESS _____	ADDRESS _____
PHONE _____	PHONE _____
EMAIL _____	EMAIL _____

A reservation is not confirmed until all deposits have been paid, and a contract has been generated and signed by the party responsible for payment and a guest services representative.

HOW DID YOU HEAR ABOUT WEDDINGS AT ASBURY? _____

For office use only:

- | | | | |
|---|---|--|---|
| Date submitted: _____ | <input type="checkbox"/> Deposit, type/amount: _____ | <input type="checkbox"/> Rate | <input type="checkbox"/> Timeline on file |
| <input type="checkbox"/> Policy form signed | <input type="checkbox"/> Maestro S/C#: _____ | <input type="checkbox"/> File created | <input type="checkbox"/> Sent final bill |
| <input type="checkbox"/> Contract mailed, date: _____ | <input type="checkbox"/> Contract returned, date: _____ | <input type="checkbox"/> Reservation on Calendars | <input type="checkbox"/> Audit & post |
| <input type="checkbox"/> BEO sent | <input type="checkbox"/> Sound operator: _____ | <input type="checkbox"/> Liability Waiver received | |
| <input type="checkbox"/> Final BEO sent | <input type="checkbox"/> Wedding Director: _____ | <input type="checkbox"/> Paid in full | |