



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)

| | | |
|-------------------------------|--|--------------------------------------|
| 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 | |

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

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

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

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 _____ |
|------------------------------------|----------------------|

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 | |