

WEDDINGS

ON THE CAMPUS OF ASBURY THEOLOGICAL SEMINARY

- WEDDING
- RECEPTION
- WEDDING AND RECEPTION
- HOTEL ROOMS/GROUP BLOCK

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	PHONE	
ADDRESS	FAX	
	EMAIL	
WEDDING CEREMONY AND/OR RECEPTION	EVENT DATE	CEREMONY START TIME

Requested chapel (five-hour window only)

- ESTES CHAPEL (traditional chapel with pews; seats 660)
- MCKENNA CHAPEL (chairs; seats 350)
- LITURGICAL CHAPEL (small, circular space; seats 50)

CEREMONY TIME BLOCK REQUESTED
ALL DAY
REHEARSAL TIME REQUESTED

- 10 a.m.-3 p.m.
- 10 a.m.-9 p.m. (\$349)
- 5-6:30 p.m.

- 4-9 p.m.
- 6:30-8 p.m.

Requested reception hall

- STEVENS-PIKE DINING ROOM (seats 250)
- CORDELIA THOMAS A DINING ROOM (seats 50)
- CORDELIA THOMAS B DINING ROOM (seats 50)
- CORDELIA THOMAS A & B DINING ROOMS (seat 100)
- STEVENS-PIKE DINING ROOM & CORDELIA A & B (seats 375)

\$349 + FOOD & BEVERAGE
\$149 + FOOD & BEVERAGE
\$149 + FOOD & BEVERAGE
\$249 + FOOD & BEVERAGE
\$499 + FOOD & BEVERAGE

APPROXIMATE NUMBER OF GUESTS	MENU SELECTION
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Hotel/group block

Will you need to reserve any guest rooms? yes no

Please contact our office for additional information.

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.

For office use only:

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|---|---|---|---|---------------------------------------|
| <input type="checkbox"/> Date submitted: | <input type="checkbox"/> Deposit, type/amount: | <input type="checkbox"/> Rate | <input type="checkbox"/> Approved | <input type="checkbox"/> Not approved |
| <input type="checkbox"/> Policy form signed | <input type="checkbox"/> Entered into Maestro S/C#: | <input type="checkbox"/> File created | <input type="checkbox"/> Timeline on file | |
| <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"/> Wedding director: | <input type="checkbox"/> Hours & payments | |
| <input type="checkbox"/> Final BEO sent | <input type="checkbox"/> Liability waiver received | <input type="checkbox"/> TY/Sat survey | | |