

# Meditations

1205 North Country Club Road Stillwater, Oklahoma 74075 PHONE (405) 377-7771 FAX (405) 377-7781

## Wedding Policies & Guidelines

All-inclusive food/bar packages available

### Weddings, Receptions & Rehearsal Dinners:

Reception Only	\$2,500 Indoor/Outdoor All Day
Wedding & Reception	\$3,500 Indoor/Outdoor All Day
Rehearsal Dinners	\$1,000 Five Hours \$500 use of Game room if desired
Shuttle package options	\$150 per hour (On site Weddings only Shuttle Service included 4-hour Max)
Sundays Wedding & Receptions	\$1,800 Simple Cake and Punch 4 Hour Ceremony and Reception

**Included in your event:** Set up & Cleanup of facility, All Service Staff for the day, Full Bar Service, Licensed Bar Tenders, Dance Floor, Any Stock Color of Table Linen and Napkins about 12 colors to choose from, all tables needed for event using 60" round, 6' rectangle, 8' rectangle and 30" round tall bistro, all Chairs needed for wedding ceremony using white padded folding chairs and all chairs needed for reception using elegant flex back banquet. 6.5' Yamaha Grand Piano for ceremony if needed. 3 drop down AV Screens and projectors for slideshow. Complete usage of 5 acre manicured and landscaped property for wedding pictures. All day usage of brides and grooms changing rooms.

**Your day starts at 8:30am and ends at 12am clean up must be concluded at midnight**

- A reception is considered over when one of the following occurs:
  1. Bride and groom leave
  2. D.J. is finished playing
  3. 11:30pm and time to start clean up
- If you are having an outside ceremony and the weather has caused the courtyard to be too saturated, the ceremony must be moved indoors we have to set up options for you to chose from.

**Deposit & Payment:** To reserve Meditations for your date, a deposit of half of your reception package, along with a signed contract is due at time of booking. The remaining amount of the reception package cost is due within 30 days of booking the event. The total of the food and beverage invoice shall be paid in full (14) days prior to event date.

**Guaranteed Attendance/Food:** The guaranteed number of guests represents the total number presumed to attend the event and is required (14) business days before the event. If a guaranteed number is not given at this time, you will be billed for the estimate or actual attendance will use greater number. Guaranteed number needed (14) business days prior to the event, it may not be decreased, but can be increased if needed up till the day of the event.

**Decoration:** In order to prevent damage to the facility, items may not be attached with nails or staples to anything inside or outside of the facility. All items brought into the facility to decorate, must be removed on the same day the event is held. We do not allow fake flower petals, confetti, glitter, bird seed or any seed to be used for decoration or thrown for the departure as it is very difficult to clean up.

**Menu & Prices:** Meditations requires a food minimum of \$15.00 per person when arranging a special function. Your menu and beverage requirements need to be confirmed with the Catering Coordinator no later than two weeks before the actual date. No food or beverage of any kind may be brought onto Meditations property by any client or their guest without prior arrangements and approval.

**Damage Policy:** The client accepts the financial responsibility of any damages or theft that may occur during the event, as well as charges for replacement or repair of any fixture or rental item.

**Cancellation Policy:** All sales are final. Once you are booked there is no refund of money upon cancellation or rescheduling.

If you need to cancel and your event is paid in full, we can issue you a Building Credit. Building Credits must be activated within 500 days from the day that you made your initial booking. This applies regardless of when your initial event date was scheduled or how far out you cancelled. Your Building Credit is only valid for 500 days from the date that you made the original booking. When booking an event with your Building Credit, you may only book as far in advance as the amount of time prior to your original event that you cancelled your date. For example, if you cancelled your original event 4 months before your event date and your event was paid in full, you would receive a Building Credit. If you wanted to book another event (using your Building Credit) for a date in May, you would have to wait until January to book your new event because you could only book your new event 4 months in advance using your Building Credit in that example.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Today's Date & Event Date\_\_\_\_\_

Cell Phone Number\_\_\_\_\_