



1205 North Country Club Road Stillwater, OK 74075 • phone (405) 377-7771 • fax (405) 377-7781

Wedding Policies & Guidelines

Weddings, Receptions, & Rehearsal Dinners:

Reception Only	\$3,500 Indoor/Outdoor All Day 20% off if booked w/in 3 days of tour
Wedding & Reception	\$4,500 Indoor/Outdoor All Day 20% off if booked w/in 3 days of tour
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 includes 4-hour min)
Sundays Wedding & Receptions	\$1,800 Simple Cake and Punch (4 Hours)

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 (12 colors to choose from), all tables needed for event using 60" round, 6' rectangle, 8' rectangle and 30" round tall or short bistro, all chairs needed for wedding ceremony (white padded folding chairs), all chairs needed for reception (elegant flex back banquet), 6.5' Yamaha grand piano, 3 drop-down av screens and projectors, complete usage of 5-acre manicured and landscaped property for wedding pictures, all day usage of bridal and grooms suite. **Your day starts at 8:30am and ends at 12am. You have five hours from the start of the ceremony to the end of the reception. Clean up must be concluded before 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

Deposit&Payment: To reserve Meditations for your date, the total amount of the venue package, along with a signed contract is due at time of booking. If you wish to pay with another form of payment, please inform the banquet coordinator. All credit cards have a 4.5% transaction fee. If booked within 3 days of your scheduled tour a 20% discount will be applied to the Ceremony/Reception and or the reception only package. The total of the food and beverage invoice shall be paid in full, 30 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 until 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.

DamagePolicy: 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 are no refunds of money upon rescheduling.

If you need to cancel & your event is paid in full, we can issue a building credit which must be activated within 300 days from the day of initial booking. This applies regardless of your initial event date was scheduled or canceled. When booking an event with you building credit, you may only book as far in advance as the amount of time prior to your original event that you canceled your date was to take place. (Example: If you canceled your original event 4 months before your event date you would receive a building credit. To book a new date using your building credit you would have to wait till the date was 4 months away before booking could occur.

Signature_____ Print Name_____

Today's Date _____ Cell Phone Number_____

Event Date _____