



THUNDERBIRD CHAPEL



Tour Information Packet

11395 OK-9 Norman, OK 73026
(405) 650-7070



GOLD PACKAGE (ALL DAY ACCESS)

\$4,200

What's included?

- Set up, decorating and clean up
- Tables, chairs, linens, and runners
- Dishware, glassware, flatware and napkins
- Variety of centerpieces and artificial florals
- Sound system, microphones and projector
- Ceremony coordinator and reception servers



SILVER PACKAGE (5 HOURS — SUNDAY-FRIDAY)

\$3,500

What's included?

- Set up, decorating and clean up
- Tables, chairs, linens, and runners
- Dishware, glassware, flatware and napkins
- Variety of centerpieces and artificial florals
- Sound system, microphones and projector
- Ceremony coordinator and reception servers

MENU

LIGHTER SELECTIONS

SEASONAL FRUIT, VEGETABLE, AND
CHEESE TRAY WITH CRACKERS - \$6 PP

Combo Above Items with Any One Item from Below for \$9 pp

Spinach Artichoke Dip
Cheesy Chickenitos
Mini Quiche
Cheese Tortellini
Hummus & Pita Chips

Assorted Finger Sandwiches
BBQ Meatballs
Pulled Pork Sliders
Bruschetta
Pinwheels

Additional Item - \$1.50 pp

Charcuterie Board - \$12pp

MAIN

ONE ENTREE CHOICE FROM BELOW - \$15 PP
(Entrees served with two sides, bread, salad, and dressings)

ROAST BEEF
BBQ BRISKET
MESQUITE CHICKEN BREAST
HONEY AND BROWN SUGAR HAM
Each Additional Entree - \$2pp

BEVERAGES

TEA \$20 LEMONADE \$20
COFFEE \$20 CANNED SODA \$40

\$2 pp charge for using outside catering
We can customize any menu for a per person price.
Including Taco Bar and Pasta Bar \$15pp

“FRIENDORS”

DJ SERVICES



WALL 2 WALL PRODUCTIONS
DUNCAN@WALL2WALLPRODUCTIONS.COM

OOPS ENTERTAINMENT
(405) 209-8135



PHOTOGRAPHY



EVERYTHING PHOTOGRAPHY

(405) 906-5632

JL PHOTOGRAPHY

(405) 268-9198

BAKERY

MADISON ON MAIN STREET

DMCNEILL151@GMAIL.COM



HAIR & MAKE UP



NEON TIGER

(405) 590-5747

KOLOUR SALON

(405) 343-5148



PACKAGE UPGRADES



\$150 EACH

OUTSIDE ALCOHOL SURCHARGE

No bartender, security or permit required

Provide your own beer, wine and/or liquor

OR have guest "Stock the Bar" (BYOB)

OFFICIATING

Celebrate your love with a personalized ceremony led by a licensed officiant. With warmth and sincerity, your officiant will guide you through your vows and ensure that your marriage is both meaningful and legally recognized.

RECEPTION EMCEE

Relax and enjoy your evening while our emcee takes care of the details. They'll warmly welcome your guests, introduce your wedding party, announce special moments, and keep the reception running smoothly – so you can focus on making memories, not managing the timeline.



PAYMENTS

- \$500 Down Payment will secure your desired wedding date and that amount will be deducted from the overall total. This payment is nonrefundable.
- \$300 Refundable Damage Deposit will be added to your venue payments and can be refunded after the wedding in the event that there is no extensive damage.
- Venue total will be divided into two payments evenly. First payment will be due four months before the wedding and second payment will be due one month before.
- Catering fees will be due two weeks before the wedding once a final headcount is acquired. Outside catering fee is \$2 per person.

WEDDING CONTRACT

This contract constitutes the entire agreement between Thunderbird Chapel, LLC (referred to as "chapel") and _____ (referred to as "lessee"). Lessee agrees to rent the chapel and grounds for 7 hours for \$4,200 plus an additional \$300 refundable damage deposit (pursuant to conditions as described below) payable as follows; Down payment of \$500 with half of remainder due four months before event and the other half due one month before event. Down payment is non-refundable, non-transferable, and non-assignable under any circumstances. In the event any portion of fee is not paid on time, the time slot agreed upon is no longer reserved and maybe taken by another party. All amounts paid are non-refundable.

Any damage above normal wear and tear, any extended time charges, additional per person charges, alcohol surcharge when alcohol was not initially paid for and alcohol is present and lastly the value of any missing articles from the chapel property will be deducted from the damage deposit and the remainder will be refunded upon request. Lessee is responsible for requesting a refund within 60 days from wedding. Lessee is responsible for all damage and losses caused or created by the wedding party or guests. In the event that the damage deposit does not cover damage or losses, the lessee will be responsible for prompt payment of claim. Failure to do so may result in legal proceedings in Cleveland County, which is the civil authority that governs this contract. Cleaning up of bodily fluids of any kind will result in forfeiture of entire damage deposit. Included is seven hours use of the public portions of the facility, materials and supplies as listed on the attached addendum. If an item or service is not specifically listed on the addendum it is understood that the lessee is responsible for supplying that item or service at their own expense. All bride supplied candles must be drip-free. Extensive additional decorations (hanging lanterns, lights, arches, chair bows, etc.) will be bride and groom's responsibility. The lessee is responsible for arranging and paying for all outside vendors. Absolutely no outside food is permitted other than by recognized caterers for which there will be \$2 per person surcharge. All food by outside caterers must be delivered and set up vendor. If a full service, sit-down meal is desired then an outside caterer must be used as the chapel staff are not trained for this service. The chapel accommodates 130 maximum. The chapel will do everything within its power to ensure that the event runs smoothly; however the chapel will not be held responsible for natural disasters, nor mechanical, electrical or plumbing failure of any kind, nor for a vendor's poor or non-performance, not for any lost or stolen personal property of the wedding party or the guests. Found items will be held for one month and if unclaimed, will be discarded. Liability is limited to the total amount due under this contract.

Initials

WEDDING CONTRACT

The lessee and vendors are allowed access to the complex at the start of their reservation time. The complex must be vacated by the end of the reserved time as agreed upon at the detailed meeting. At chapel management's discretion the lessee may extend their time at an additional rental charge of \$ per hour or any part of an hour. A guest count will be done by chapel staff during the ceremony is the official count whether those guest stay for the reception or not. Lessee is responsible for catering charges in excess of the prepaid fee due to extra guests. There is a \$20 per person charge for actual guest count over 130 (not including the wedding party). All extra charges must be paid by the end of the event. All indoor area of Thunderbird Chapel are non-smoking. Any smoking (including in the dressing rooms and bathrooms) will cause forfeiture of the entire damage deposit. All photos or videos may be used in advertising or posted on social outlets without compensation. Lessee must reserve a rehearsal time scheduled on a first come, first served basis. The lessee is allowed access at the start of the reserved time to the chapel and rest rooms. The reception hall an dressing rooms are not included in the rehearsal. The chapel reserves the right to charge for any time beyond one hour at the rate of \$200.

Wedding Day and Date _____ Time _____

Facility Charges (example)

Fee 4,200

Damage Deposit 300

Alcohol Surcharge (\$150)

Extra Hour (\$200)

Sub-Total 4,650

Down Payment 500

Current Total 4,150

\$____2,075____ due on ____(4 months out)____ and non-refundable as of the date.

Any remaining fees are due on ____(1 month out)____ and are non-refundable as of that date.

The guest count and catering fees are due two weeks before the wedding (______).

Any fees paid within seven days before the ceremony must be in cash, no exceptions.

Chapel Management

Date

Lesse

Date

Thunderbird Chapel LLC Alcohol Policy

The State of Oklahoma considers a wedding reception to be a private event. To ensure that we abide by the alcohol use laws of the State the following rules must be strictly adhered to:

ALCOHOL SERVICE WILL BE STOPPED THIRTY MINUTES BEFORE THE SCHEDULED END OF THE EVENT. THERE WILL BE NO "LAST CALL"

There is a \$150 alcohol surcharge for any event involving alcohol, excepting the toast between the bride and groom. All alcohol, including toast, must be supplied by lessee.

Thunderbird Chapel, LLC will not supply any beer, wine, alcohol, champagne, or any condiments, mixers, mixes, etc.

The lessee is responsible for purchasing and serving any alcoholic beverages.

Thunderbird Chapel employees will not be allowed to open or serve any alcoholic beverages, therefore, lessee may want to hire a bartender for service.

Thunderbird Chapel reserves the right to limit service, either to individuals or to the entire group.

No cash bar is allowed without a special event permit from the city or state.

No open alcoholic beverages may leave the grounds.

Glass beer bottles are not allowed, only canned beer.

Thunderbird Chapel, LLC is dedicated to ensuring that your event runs smoothly. Please understand that we will be diligent about limiting services, both to ensure a great time for everyone and as safety precaution for those leaving the facility.

I have read the above rules and agree to abide by them.

What's Included?

Seven hours use of chapel and reception hall

Time starts at scheduled start or when the wedding party enters the building, whichever is first.

We suggest you allow an hour and a half to two hours from arrival to start of the ceremony to allow for pictures before the ceremony. Bride and groom should plan on preparing their departure about 30 minutes before the end of time to allow the family to collect gifts, clothing, etc. by the end of the allotted time. Time overage charges are most often incurred because family and guests don't leave as quickly as they might.

Set up, Decorating and Clean up

Staff will also pack up bride's additional decorations at the end of the night. Typically brought in totes or boxes. Any extensive decorations like arches, string lights, backdrops would be the bridal party's responsibility.

Separate 1 hour rehearsal

YOU ONLY HAVE ONE HOUR SO MAKE SURE EVERYONE IS ON TIME!

Two Detailed Meetings with Coordinator

Typically scheduled at the same time as payment due dates. Four months and one month before Wedding Date. We will discuss decorations, signage, table layout, activities, timeline, and food.

Ceremony Coordinator

DVD Projector and Sound system in both Chapel and Reception Area

Servers

Lessee _____ Date _____

WEDDING PHOTOGRAPHY

