

General Information

Thank you for your interest in renting Asbury Place! We are thrilled to host your event in this amazing space. We offer over 2,800 square feet of event seating space, a commercial kitchen, and seating for up to 150 people.

- Email asburyrentals@cokeburychurch.com with your desired date and times.
 - Reservations must be made at least two weeks before your event.
 - Online video tours: www.cokesburychurch.com/asburyplace/.
 - In-person appointments: Mon–Thu, 10:00 AM–3:30 PM. Please coordinate with your decorator (if applicable). Only one appointment per event may be scheduled; additional appointments may be arranged for a fee of \$25.00 per appointment.
 - Rental time includes setup and cleanup.
 - 50% deposit required to reserve your date and a credit card.
 - We require a credit card to be kept on file to cover any damages or rule violations identified during or after your event.
 - Final payment due one week before event; access code will be issued then.
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What's Included

- 2,800 sq ft usable space.
- Seating for 125–150 guests (Maximum of 150 people).
- We have 22 Round tables & 10 rectangular tables, & 150 chairs available.
- Kitchen (limited appliances & storage available), beverage station, ice machine.
- Large TV, microphone, podium, projector screen.
- Standard setup: 8 round tables, 2 rectangular, 1 square, 50 chairs.



ASBURY FACILITY USE POLICY – DETACHABLE COPY

1. Cleaning & Reset Requirements

- Asbury Fellowship Hall must be cleaned and restored to its original setup.
- Tables and chairs must be put back in their original layout.
- All dishes must be washed, dried, and returned to their original locations.
- All trash must be removed from the building (cans located outside service entrance).
- Custodians sweep and mop only.

Asbury Place Standard Layout

- 8 round tables
- 50 chairs
- 2 rectangular tables
- 1 square table

2. Building Access & Event Time

- Access code provided after final payment.
- Code valid 30 minutes before rental start and 30 minutes after rental end.
- No early decorating or item drop-off allowed.
- All setup and cleanup must occur within paid rental time. No unpaid early entry.

3. Alcohol/Tobacco Policy

- Absolutely NO alcohol allowed on campus per UMC regulations.
- Alcohol found/suspected results in a \$500 fine charged to card on file.
- No smoking on Asbury Place campus. Facility is monitored by video and audio equipment.

4. Reservation Policies

- All reservations subject to cancellation per AWF Conference and State of Florida directives.

ASBURY PLACE EVENT HALL AGREEMENT

Complete all fields

Name	<input type="text"/>
Date of Event	<input type="text"/>
Arrival Time	<input type="text"/>
Departure Time	<input type="text"/>
Estimated # of People	<input type="text"/>
Type of Event	<input type="text"/>
Contact Person	<input type="text"/>
Cell #	<input type="text"/>
Email	<input type="text"/>

Terms & Acknowledgments

Cancellations must be made at least two (2) weeks before the event.

I understand I will be charged a \$500 fee for any damages or rule violations. No Alcohol allowed!

Reservations may be canceled per AWF Conference or State of Florida directives.

Signature (print):

Date:

Indemnification Clause

Groups leasing Asbury Place agree to indemnify, defend, and hold harmless Cokesbury United Methodist Church from claims, damages, losses, and liabilities arising from negligence or misconduct. All reservations are subject to cancellation per AWF Conference and State of Florida directives.

Signature:

Date:

Payment Section

Enter amounts below. All setup and cleanup time must be included in your rental hours.

First 3 hours – \$600.00

Additional Hours - (\$65/hr)

Additional Set-Up – \$50.00

Mandatory Cleaning Fee – \$100.00

3% Processing Fee (cards only)

Total Cost of All Services

50% Deposit Due

Balance Due