



**CHICKASAW**  
RETREAT & CONFERENCE CENTER

*2016*

*Wedding Guide*



4205 Goddard Youth Camp Road | Sulphur, OK | 73086

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[www.chickasawretreat.com](http://www.chickasawretreat.com)

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# CHICKASAW

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## *Congratulations on your engagement!*

Thank you for your interest in the Chickasaw Retreat and Conference Center. We are eager to show you all of our wedding options that we have to offer.

The Chickasaw Retreat and Conference Center is ideal for weddings, receptions, and rehearsal dinners due to its stunning and secluded setting amongst the majestic Arbuckle Lake & Mountains. Our accommodations include 43 guest rooms which all have breathtaking views overlooking the Arbuckle Lake or Arbuckle Mountains.

The Retreat Center is a 100,000 square foot facility that sits atop 1,750 beautiful acres in Sulphur, Oklahoma. With multiple ceremony locations to choose from, we are certain that the Chickasaw Retreat and Conference Center is your ideal wedding venue, whether you're planning for rustic charm or natural elegance. For a more intimate affair, consider a fireside ceremony in the Great Room. If you'd rather have a more theatrical production, consider our indoor amphitheater with views of the lake and mountains. Amongst our multiple ceremony sites, we have several other options for reception sites and rehearsal dinners. Celebrate your happy day with a finely catered meal. Select a location – indoors or out – on our grounds and build a custom menu for your guests with our Event Concierge. We can accommodate intimate dining experiences for as few as twelve guests, or elegant banquets for parties of up to 200.

Our sales and catering staff are here to help make your special day perfect. We encourage you to call for an appointment to ensure the best service possible. We can arrange a tour and/ or meeting with one of our sales professionals to help you make this important decision. We look forward to talking with you soon.

### **Staff Information**

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Twyla Johnson  
Sales Manager

[Twyla.Johnson@chickasaw.net](mailto:Twyla.Johnson@chickasaw.net)

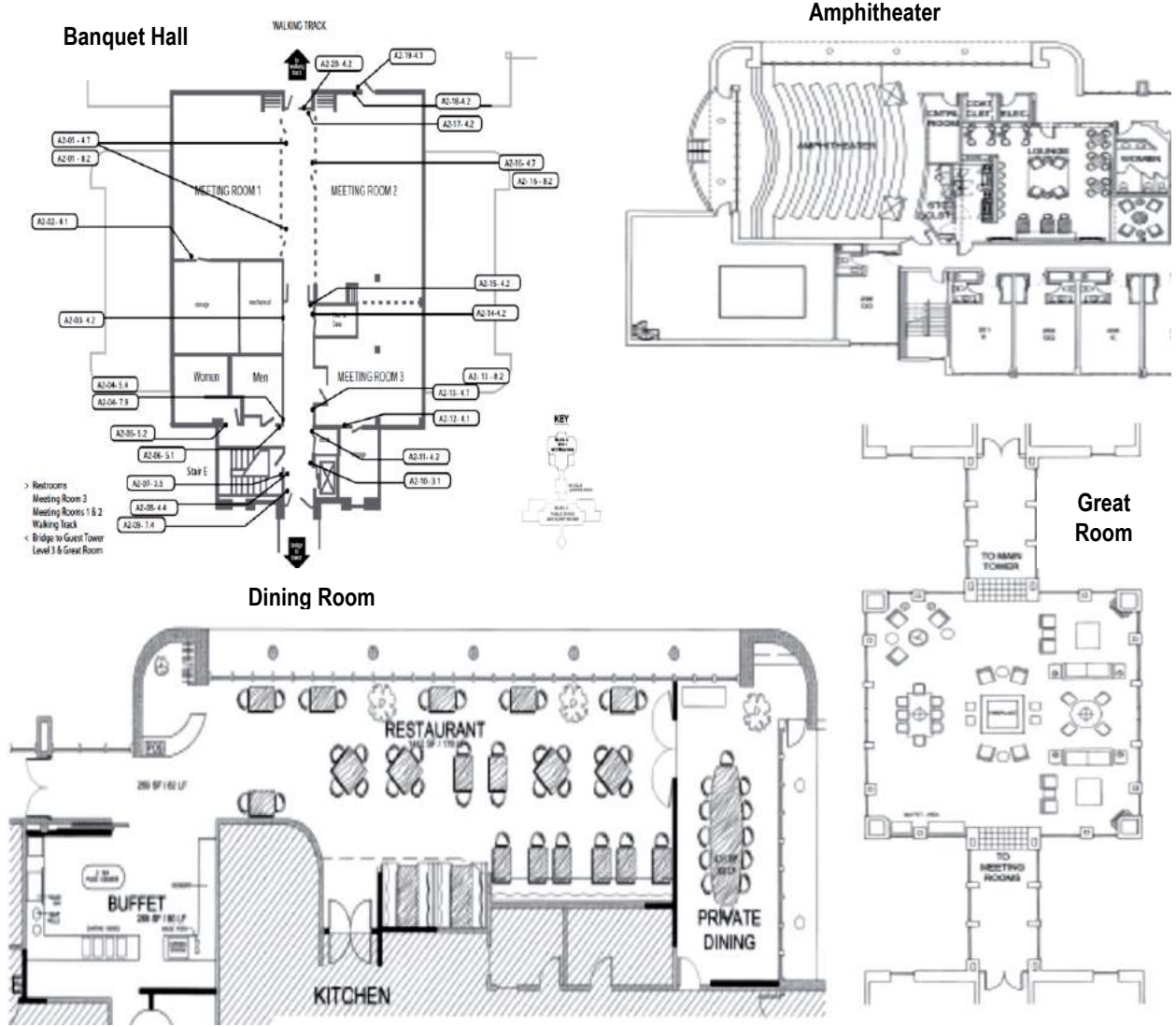
Or

Call us toll free at 1.855.899.8260

Local at: 580.993-2327

# FUNCTION SPACE OVERVIEW

Room	Sq Ft	Dimensions	Height	Banquet	Theater	Reception	Classroom	U-Shape	
Banquet Hall 1	990	30'x33'	10'	60	65	65	48	27	
Banquet Hall 2	1260	42'x30'	10'	70	80	80	55	33	
Banquet Hall 3	648	24'x27'	10'	30	40	40	27	21	
Banquet Hall	2898	66'x43'	10'	180	180	180	108	45	
Great Room	1600	41'x41'	15'	140	155	155	60	45	
Private Dining Room	336	15'x27'	10'						12
Board Room	136	16'x16'	12'						12
Amphitheater	1056	41'x44'	12'						124
Dining Room	1024	64'x16'	10'	87 - Restaurant Style					



## INDOOR VENUES



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### Banquet Hall 1

This room is ideal for rehearsal dinners and receptions.



### Banquet Hall 3

This room is ideal for rehearsal dinners only.

### The Banquet Hall

The Banquet Hall is ideal for rehearsal dinners, ceremonies, and receptions. This room has the ability to divide into three sections; Banquet Hall 1, 2, and 3.



### Banquet Hall 2

This room is ideal for Rehearsal dinners and receptions.



## The Great Room

The Great Room is ideal for receptions only.



## The Dining Room

The Dining Room is ideal for rehearsal dinners.

## The Amphitheater

The Amphitheater is ideal for ceremonies only.



## Other CRCC Venues

- ❖ The Private Dining Room – featuring 336 square feet with a dining table and 12 chairs
- ❖ The Private Lounge/ Bar – featuring 800 square feet with a full bar and seating for 50 guests
- ❖ The Executive Board Room – featuring 136 square feet with 12 seats and a boardroom table

## OUTDOOR VENUES

### The Courtyard

The Courtyard is a beautiful setting which allows for magnificent mountain and lake views.



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### The Mountain View

This setting is a breathtaking selection with unbelievable views of the Arbuckle Mountains.



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### The Lakeside

This intimate setting is like no other. This is a perfect selection if you are looking for a private lake view.



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## *Wedding Package*

### **Ceremony**

- ❖ Indoor or Outdoor Ceremony Site
- ❖ 1 Personal Sales Manager and 1 Event Concierge to help plan your special day
- ❖ 12 hour use of facility - 4 of those hours for the ceremony and reception
- ❖ Up to 250 garden chairs or conference chairs depending on venue
- ❖ Arbor
- ❖ Wedding Party Dressing Rooms

### **Reception**

- ❖ 6 Ft. Tables
- ❖ 72 in. Round Tables & Half Round Tables
- ❖ Bistro Tables
- ❖ Selection of Black or White 100% Polyester Linens
- ❖ White Chair Covers
- ❖ Black, 100% Polyester Skirting
- ❖ Audio Visual Capabilities ( Depending on Venue )
- ❖ 12 x 12 Dance Floor
- ❖ Set Up and Tear Down by CRCC Staff, Excluding Decorations
- ❖ Professional Banquet Staff

### **Planning**

- ❖ 45 Minute Ceremony Rehearsal
- ❖ Up to 43 Guest Rooms (Available for Booking)
- ❖ On site Catering by Preferred Vendor
- ❖ Other Catering (Available Upon Request)
- ❖ Full Size Catering Kitchen

### **Enhancements**

- ❖ Special Lodging Rates
- ❖ Local Caterer
- ❖ Bridal Portraits Setting
- ❖ Bartender(s)

**Please contact our sales staff for package pricing.**

Call us toll free at **1.855.899.8260**

Or

Local at: **580.993-2327**



## FREQUENTLY ASKED QUESTIONS

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### **How many guests can I have?**

We have outdoor space that can accommodate up to 250 guests and indoor space can accommodate up to 225 guests.

### **What if my ceremony is scheduled outside and it's raining?**

We have an alternate indoor location in the Amphitheatre that can accommodate 150 people max for a ceremony.

### **Who will be onsite the day of our wedding to assist?**

A dedicated Event Concierge and a professional banquet staff will be on site.

### **Are there sound systems at the outdoor ceremony sites?**

We can provide a sound system for the Courtyard and Mountain View sites for music and wireless microphone(s).

### **What can we use for the Bride & Groom's exit?**

We allow sparklers, bubbles, glow sticks, flower petals, and bird seed (lawn area only.) Confetti, rice, and glitter are prohibited.

### **Where can we have our rehearsal dinner?**

We have locations that can accommodate up to 220 guests. Please contact our sales team for further details.

### **When can we begin decorating?**

Based on availability, you can begin decorating anytime within your 12 hour window.

### **Is there a place for the wedding party to get ready?**

Yes, we have a Bridal and a Groom's suite fully furnished with mirrors available for the wedding parties. We also have 43 guest rooms that can be utilized for this.

### **What can we use to decorate?**

We prohibit all open flame decorations, glitter, and any hanging that would require nails or screws.

### **Can we bring in alcohol?**

Please contact our sales team for further details.

### **When must my wedding package be paid in full?**

Your wedding package must be paid in full 30 days prior to your event.

### **Is there a place to store our cake and flowers the day prior to our wedding?**

Yes, the CRCC will provide access to a walk-in cooler to store any items you may have.

### **Do we get a discount if we are a Chickasaw citizen or employee?**

We allow a 5% discount off of packages for Chickasaw citizens and employees.

## SAVE THE DATE

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Please contact our Sales Team at 1.855.899.8260 or 580.993-2327.

When calling to make a reservation, please provide the following information:

- ❖ Wedding Party Name
- ❖ Contact Information
- ❖ Date of Event
- ❖ Estimated Beginning Time of Event
- ❖ Preferred Choice of Location
- ❖ Number and Type of Guest Rooms to be Blocked
  - ❖ Approximate Guest Count
  - ❖ Style of Event

There will be a deposit required depending on the time of your booking.

**90 days out from event – 50% down**

**60 days out from event – 25% down**

**30 days out from event – Package must be paid in full**

We require signed copies of the booking agreement to secure the function space for your event.



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