



# Johnston Woods Retreat Center

~ *an oasis of spiritual refreshment*



Located in beautiful Cleveland, TN

## Wedding Reservation Application for BSUMC Member

Name of Bride \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Bride \_\_\_\_\_

Name of Groom \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Groom \_\_\_\_\_

Name of Minister \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Couple after Wedding \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Requested Wedding Date \_\_\_\_\_

Expected Number of Guests \_\_\_\_\_



The R.B. Hurt Lodge at Johnston Woods Retreat Center will be reserved exclusively for your wedding from 1:00pm on Friday until 1:00pm on Sunday the weekend of your event. Opening and closing of the Lodge must be coordinated in advance with Johnston Woods Retreat Center personnel. The hours the Lodge will be available are:

Friday 1:00pm-9:00pm  
Saturday 9:00am-9:00pm  
Sunday 9:00am-1:00pm

All decorating and removal of decorations must be taken care of between these hours.



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### Wedding Policy Form

A *security deposit* of \$500.00 is due within two weeks of requesting a reservation. The *security deposit* will be refunded within two weeks of checkout once the Johnston Woods Retreat Center staff makes a full inspection. Any charges or damages will be deducted from the *security deposit*. The *security deposit* is non-refundable if reservation is cancelled within 60 days of event.

The cost for a wedding in the R.B. Hurt Lodge at Johnston Woods Retreat Center is \$1575.00 and is due no later than 30 days before the event. This cost includes use of the Dining Room and Dogwood and Oakwood Conference Rooms. Any overnight use of the cottage or dorm rooms would be an additional charge.

The Johnston Woods Retreat Center Food Services Manager must approve any caterer. The caterer will not have access to the kitchen facilities.

Rehearsal dinner menu is available upon request. This would be an additional cost to the \$1575.00 wedding fee.

Absolutely NO alcoholic beverages are permitted on Johnston Woods Retreat Center premises.

We, the undersigned, have read and understand the information contained herein and agree to comply with ALL Johnston Woods Retreat Center policies and procedures.

_____	_____	_____
Signature of Bride	Print Name of Bride	Date
_____	_____	_____
Signature of Groom	Print Name of Groom	Date

***\*\*All rates are subject to change without notice.\*\****

Reservation forms without security deposit, signed Polices and Procedures forms, and signed Hold Harmless Agreement will be returned. Reservations are not final until confirmed by the Johnston Woods Retreat Center staff.

Please make check or money order payable to: Johnston Woods Retreat Center



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## Hold Harmless Agreement

Broad Street United Methodist Church of Cleveland, TN, grants permission to the **(User Group)**  
\_\_\_\_\_ to use Johnston Woods for the purpose of (Activity)  
\_\_\_\_\_ on the following date(s): \_\_\_\_\_.

**User Group** assumes the risk of liability arising from the group's use of Johnston Woods. **User Group** hereby agrees to indemnify, hold safe and harmless against, and defend Broad Street United Methodist Church of Cleveland, TN, its officers, agents, employees and members from any and all claims, costs, expenses, damages, and liabilities, arising from or pertaining to the groups use of, possession of, and activities in or upon Johnston Woods. **User Group** further completely releases Broad Street United Methodist Church of Cleveland, TN, its officers, agents, employees and members from any present or future legal responsibility for any negligence which may be found against them arising from the groups use of, possession of, and activities in or upon Johnston Woods.

By their signatures hereto each and every adult member of the group and/or the parent or legal guardian of each and every minor member of the group thereby completely releases Broad Street United Methodist Church of Cleveland, TN, its officers, agents, employees and members from any present or future legal responsibility for any negligence which may be found against them or the User Group individually or jointly.

Person Authorized to Sign for **User Group**:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



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## Policies & Procedures

**(Please initial each line preceding each statement and complete and sign the continued page.)**

\_\_\_\_\_ Reservations may be made at any time up to a maximum of one year in advance on a first come - first served basis.

\_\_\_\_\_ Reservations are NOT final until confirmed by the Johnston Woods Retreat Center staff. Confirmation cannot be given until the following items are completed and received:

### Full Security Deposit

Johnston Woods Retreat Center Reservation Application  
Johnston Woods Retreat Center Hold Harmless Agreement  
Johnston Woods Retreat Center Policies and Procedures  
Johnston Woods Retreat Center Food Service Reservation

\_\_\_\_\_ If reservations are cancelled within 60 days of the Group's event, the security deposit is forfeited.

\_\_\_\_\_ Full Payment, in addition to the security deposit, must be received before 30 days prior to the Group's event or the reservation will be cancelled and the security deposit will be forfeited. If reservations are cancelled after full-payment is received and within 30 days of the Group's event, ALL monies received will be forfeited.

\_\_\_\_\_ If the Group arrives with less than the number of people expected, NO refunds for lodging or food will be given.

\_\_\_\_\_ The security deposit will be mailed to the Group within two weeks after checkout after the Johnston Woods Retreat Center staff makes a full inspection and any damages or other charges caused by the Group have been deducted.

\_\_\_\_\_ Any damages or other charges created by the Group during their stay at Johnston Woods Retreat Center that are in excess of the security deposit will be billed to the Group's Organization and will be pursued to the fullest extent of the law.

\_\_\_\_\_ Check-in time for the sleeping quarters is after 6:00 pm and Checkout time is 12:00 noon. **Groups checking in or out at times other than these will be charged for an extra day of usage.**

\_\_\_\_\_ Conference Rooms and Meeting Room may be occupied from 8:00 am till 4:00 pm. Groups utilizing meeting space in conjunction with sleeping quarters may occupy the space when they check-in at 6:00 pm but still must check-out at 4:00 pm the following day. **Groups checking in or out at times other than these will be charged for an extra day of usage.**

\_\_\_\_\_ Johnston Woods Retreat Center reserves the right to cancel reservations in case of damage to facilities, emergency repair work, etc. When a reservation is cancelled by Johnston Woods Retreat Center every effort will be made to reschedule the cancelled group for another date and the deposit will be returned to the applicant or transferred to the new reservation.

\_\_\_\_\_ NO outside food service is permitted at Johnston Woods Retreat Center except for groups renting the Johnson Pavilion. ALL food must be consumed in the dining room during the times listed for the meals unless otherwise pre-arranged with the Food Service Manager.

\_\_\_\_\_ NO swimming is permitted at either lake.



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## Policies & Procedures (Continued)

\_\_\_\_\_ NO Pets are permitted on the Johnston Woods Retreat Center premises.

\_\_\_\_\_ Firearms, explosives, fireworks, alcoholic beverages, and illegal drugs are specifically prohibited.

\_\_\_\_\_ Motorized recreational vehicles such as trail bikes, ATVs etc. are prohibited.

\_\_\_\_\_ Hunting is prohibited.

\_\_\_\_\_ Trees, plants and other flora and fauna cannot be cut or removed without written consent of the Johnston Woods Retreat Center Director.

\_\_\_\_\_ Smoking is prohibited at Johnston Woods Retreat Center and in ALL buildings and wooded areas.

\_\_\_\_\_ Campfires are permitted only in designated campfire areas and must be approved by the manager in advance.

\_\_\_\_\_ Rates are subject to change without prior notice.

\_\_\_\_\_ At No time is the use of tape, pins, nails, tacks, sticky-tack or other items permitted on the walls, windows or doors of the facilities. Any damage done or extra cleaning efforts caused by these items will be charged to the Group.

\_\_\_\_\_ A charge of \$25.00 per key will be assessed for any keys NOT returned at checkout.

\_\_\_\_\_ Advanced inspection of facilities or any visitation of facilities MUST be arranged in advance with Johnston Woods Retreat Center personnel and will be scheduled as usage and time permit.

I, the undersigned, have read, initialed and understand ALL policies and procedures and agree to abide by them. I also understand if any person in the Group I represent violates any of these policies, the entire Group can be forced to leave the premises forfeiting all deposits and fees paid.

\_\_\_\_\_  
Signature of Authorized Member of Organization

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Reservation Date(s)