



Johnston Woods Retreat Center

~ an oasis of spiritual refreshment



Located in beautiful Cleveland, TN

Business Group Reservation Form

Group Name/Affiliation _____

Address _____

Phone No. _____ Fax No. _____ Email _____

Group type (circle all that apply): Adult Male Adult Female High School Middle School Elementary Family

First visit to Johnston Woods? Yes ___ No ___ How did you hear about us? _____

Contact Name _____ Contact Phone No. _____

No. in Group _____ Arrival Date/Time _____ Departure Date/Time _____

Our check in time is 6:00pm for overnight guests and 7:30am for day-use only groups
Our check out time is 4:00pm for overnight guests and 5:00pm for day-use only groups
Extended stay past the hours listed above will be charged an additional day of fees

Please indicate your preferred conference rooms and/or sleeping accommodations.

Final assignments of facilities are subject to availability—we will contact you regarding any changes with the final facility assignments.

Conference Rooms

_____ **Dogwood Conference Room**
Lower Level at R.B. Hurt Lodge
Available for groups of 30 to 70
\$220.00 per day
*Please circle all items you will need:
Chairs Tables TV/VCR Projector Screen

_____ **Oakwood Conference Room**
Lower Level at R.B. Hurt Lodge
Available for groups of 10 to 40
\$190.00 per day
*Please circle all items you will need:
Chairs Tables TV/VCR Projector Screen

_____ **Library**
Upper Level at R.B. Hurt Lodge
Available for groups of up to 10
\$125.00 per day
*Please circle all items you will need:
Chairs Tables TV/VCR Projector Screen

_____ **Forest View Conference Room**
Downstairs at Cottage Building # 9
Available for groups of up to 30
\$158.00 per day
*Please circle all items you will need:
Chairs Tables TV/VCR Projector Screen

Sleeping Accommodations and Pavilion

_____ **R.B. Hurt Lodge Cottages** (12 on site)
Indicate # of cottages desired Each cottage has 4 single beds and one bathroom with shower.
\$75.00 per cottage per night

_____ **R.B. Hurt Lodge Dorms** (3 on site)
Indicate # of dorms desired Each dorm contains 4 single beds.
The three dorms share a bathroom facility consisting of men's and women's restrooms with showers.
\$75.00 per dorm per night

_____ **W.F. Johnson Picnic Pavilion & Kitchen**
Accommodates groups of up to 100
Available from 9:00am to 9:00pm
 \$200.00 per day
 \$400.00 per day for wedding

_____ **Campground**
Accommodates up to 20 tents
Includes bathhouse with showers
Available only with two-day rental of Pavilion (see above)
\$100.00 per night

Security Deposit

Areas Requested

Meeting Rooms (1 Day Use)
Lodging
Pavilion

Required Initial Deposits

½ of 1 day Rental Fee
One Night Rental Fee for Each Cottage Room Reserved
50.00

The security deposit will be forfeited if reservations are cancelled within 60 days of the Group's event.

Security Deposits and Payment in Full

Security deposits must be received by the church office no later than 14 days after the reservation is requested. ***A reservation cannot be confirmed until the reservation form and Security Deposits have been received.*** Full Payment for the event (for all areas & services reserved, including pavilion meeting space, sleeping quarters, and food service) will be due 30 days prior to arrival or the event will be cancelled and the security deposit will be forfeited. Security deposits will be returned within 2 weeks after the event, once the Johnston Woods Retreat Center staff makes a full inspection. Any damages or other charges caused by the Group will be deducted from the security deposit. If reservations are cancelled after full payment is received and within 30 days of the event, ALL monies received will be forfeited.

Example

A group of 30 people need meeting space and lodging. Oakwood Conference Room, 8 Cottage Rooms and meals are reserved for Friday, July 25 – Sunday, July 26.

Security Deposit = 600.00

8 Cottages Rental Fee 1 Night x \$75 each room x 8 rooms – 600.00

Full Payment Due Before June 25 = 2975.00 = (Approx 98.32 per person)

Oakwood Conference Room – 190.00 X 2 days = 380.00

8 Cottage Rooms – 75.00 X 2 nights X 8 = 1200.00

2 Breakfasts 30 People – 8.50 X 2 X 30 = 510.00

2 Lunches 30 People – 9.50 X 2 X 30 = 570.00

1 Dinner 30 People – 10.50 X 30 = 315.00

The security deposit will be mailed to the Group within two weeks of checkout after the Johnston Woods Retreat Center staff makes a full inspection. Any damages or other charges caused by the Group will be deducted from the security deposit.

\$ _____ Security Deposit is enclosed with these forms.

\$ _____ Full Payment will be due before _____
(30 days before event)

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

Reservation applications without Security Deposit or signed Johnston Woods Policies or signed Hold Harmless Agreement or Food Service Reservation will be returned. Reservations are not final until confirmed by the Johnston Woods 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)

P. O. Box 3, Cleveland, TN 37364-0003
email johnstonwoods@bsumc.org

Phone (423) 476-5586

Fax (423) 559-0190

www.johnstonwoods.org



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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)



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Food Service Reservation

The dining room will be open for one hour at each meal.
Meals will be served at the following times:

Breakfast - 8:00 am

Lunch - 12:00 pm

Dinner - 5:00 pm

Breakfast is \$8.50 per person

Lunch is \$9.50 per person

Dinner is \$10.50 per person

Snacks are \$5.00 per person

Name of Group: _____

*Please specify any group members special dietary needs for:

Food allergies _____

Vegetarians _____

Date: _____

Breakfast: # of Meals Needed _____ Circle One: Hot or Continental

Lunch: # of Meals Needed _____ Hot or Boxed selection: _____

Dinner: # of Meals Needed _____ Entrée selection: _____

Snack: # of Snacks Needed _____ Which snack option: _____
Snack time: _____

Date: _____

Breakfast: # of Meals Needed _____ Circle One: Hot or Continental

Lunch: # of Meals Needed _____ Hot or Boxed selection: _____

Dinner: # of Meals Needed _____ Entrée selection: _____

Snack: # of Snacks Needed _____ Which snack option: _____
Snack time: _____

Date: _____

Breakfast: # of Meals Needed _____ Circle One: Hot or Continental

Lunch: # of Meals Needed _____ Hot or Boxed selection: _____

Dinner: # of Meals Needed _____ Entrée selection: _____

Snack: # of Snacks Needed _____ Which snack option: _____
Snack time: _____

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Johnston Woods offers a full line of food services for our guests. Our friendly food services staff, under the direction of Chef Angie, takes pride in serving quality meals at reasonable prices.

Breakfast - \$8.50

Choose One

Both meals served with regular and decaf coffee, orange juice, iced water and hot tea.

Hot Breakfast	Continental Breakfast
	
<p>Sausage or bacon, scrambled eggs, gravy, biscuits, margarine, jellies</p>	<p>Assorted muffins, assorted Danish or doughnuts, whole fresh fruit</p>

Boxed Lunch - \$9.50

Choose One

Each meal served with Sweet treat, iced water, sweet and unsweet tea, regular and decaf coffee.

*Dinner menus may be served at lunch by special request.

		
<p>Spring green salad with grilled chicken on top, assorted dressings, bread and fruit</p>	<p>Chicken salad on a flaky croissant, chips and fruit</p>	<p>Turkey and Swiss on whole wheat bread, lettuce, tomato, red onion, mustard and mayonnaise, chips and fruit</p>

Dinner - \$10.50

Choose One Entree

Each meal includes salad, two vegetables, rolls, dessert, sweet and unsweet tea, regular and decaf coffee and iced water

*Dinner menus may be served at lunch by special request.

				
<p>Baked Parmesan Chicken</p>	<p>Rotisserie Chicken</p>	<p>Pasta with Spaghetti Sauce</p>	<p>Chicken Tenders</p>	<p>BBQ Chicken</p>
				
<p>Roast Beef with Gravy</p>	<p>Homemade Chicken Casserole</p>	<p>BBQ Pork Sandwich</p>	<p>Oven Fried Chicken</p>	<p>Pork Roast with Gravy</p>



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Snack Options



“Faves from the Fifties”

Bottled Soda, Moon Pies, and peanuts

“Late Night Favorite”

Chocolate chunk cookies and cold milk

“The Muffin Man’s Variety”

Assorted muffins, fresh fruit, and coffee or juice

“For all the Football Fans”

Chips & Salsa, soft drinks

“Just cheese, please”

Assorted crackers & cheese, soft drinks

“Nature’s Own”

Trail Mix, applesauce, and juice