



Johnston Woods Retreat Center

~ an oasis of spiritual refreshment



Located in beautiful Cleveland, TN

PAVILION 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 _____

W.F. Johnson Picnic Pavilion & Kitchen

_____ # of Days

Accommodates groups of up to 100
Available from 9:00am to 9:00pm
 \$200.00 per day
 \$400.00 per day for wedding

Campground

_____ # of Days

Accommodates up to 20 tents
Includes bathhouse with showers
Available only with two-day rental of Pavilion
\$100.00 per day

- Will you be renting any equipment from an outside company? Yes or No (please circle one)
- If yes, What is the name of the rental company? _____ Phone # _____
When will the rental company be dropping off the equipment? Day _____ Time _____
When will the rental company be picking up the equipment? Day _____ Time _____
What type of equipment are you renting? _____
- If the rental company is not dropping off and picking up their equipment on the day of your event, you will be required to rent the Pavilion for each day the equipment is on Johnston Woods property, including the day of drop-off/pick-up.

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 = 2949.50 = (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 Hot Breakfasts 30 People – 8.25 X 2 X 30 = 495.00

2 Hot Lunches 30 People – 9.35 X 2 X 30 = 561.00

1 Supper 30 People – 10.45 X 30 = 313.50

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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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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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)