



Johnston Woods Retreat Center
~ an oasis of spiritual refreshment



Located in beautiful Cleveland, TN

Wedding Reception or Rehearsal Dinner Reservation Application

Name of Bride _____ Phone # _____

Address of Bride _____

Name of Groom _____ Phone # _____

Address of Groom _____

Name of Contact _____ Phone # _____

E-mail address of Contact _____

Address of Couple after Wedding _____

How did you hear about us? _____

Requested Dinner Date _____

Number of Guests _____

Arrival Time _____ Departure Time _____



The Pinewood Dining Room on the main level of the R.B. Hurt Lodge will be reserved exclusively for your reception or rehearsal dinner for *four* hours on the day of your event. All decorating and removal of decorations must be completed during these hours.



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Wedding Reception or Rehearsal Dinner Policy Form

A security deposit of \$100.00 is due within two weeks of requesting a reservation. The security deposit will be refunded within two weeks after 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 Room Rental fee for a wedding reception or rehearsal dinner in the Pinewood Dining Room is \$750.00. This amount is due 30 days before the event. This cost includes use of the Pinewood Dining Room only. Any other conference rooms or overnight use of the cottages or dorm rooms is an additional charge.

We will be happy to accommodate special menu requests for your dinner. If you request a food that is not listed on our menu, we will provide prices for your specific selections. The food service fee is an additional cost to the wedding reception or rehearsal dinner Room Rental fee and is also due 30 days before the event.

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, unsigned Policies and Procedures forms, and unsigned Hold Harmless Agreement forms 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**:

 (Signature)

 (Printed Name)

 (Title)

 (Date)



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Policies & Procedures

(Please initial each line preceding each statement and complete and sign the reverse side.)

_____ 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)