



591 W. Rockwood Ferry Road Ten Mile, TN 37880
(865) 376-2236 - Office (865) 376-1719 - Fax
www.johnknoxcenter.org

Wedding and Reception Policy

Facilities

In addition to the contracted package, additional facilities are available at the current published rates. Current rates are available on our website and at the Center office.

Groups not reserving the Grand Vista Package may have to share public spaces with other guests.

Contracting party has exclusive use of the ceremony site only from 4:00 pm on Friday to 11:00 am on Sunday and exclusive use of the pavilion from noon to 11:00 pm on Saturday.

Porta Johns are available for \$75.00 each and must be contracted four weeks in advance.

Alcohol is not permitted on the premises. Tobacco use is permitted in the front parking area only.

John Knox Center cannot assume responsibility for damages to, or loss of, any articles left prior to, during or following an event. Contracting party and guests are responsible for the security of personal valuables and for the security of vehicles.

Catering Options

Catering for overnight guests is available at contracted prices.

Meal cost would be determined by the menu.

The kitchens in the lodges are for serving only and cannot be used for preparing meals.

Set-up

John Knox Center has a limited number of tables and chairs available for a fee of \$100.00. If reserved, they can be set up for an additional fee of \$100.00.

Florists and decorators should schedule decorating and cleanup within contracted times.

The use of any items (including but not limited to tape, glue, tacks, nails) for decorating that may scar or deface the premises is prohibited. The contracting party is responsible for the removal of all decorations and signs prior to the end of the contracted time. Signs must only be staked in the ground.

Deposit and Cancellation Policy

Booking Deposit: A \$500.00 nonrefundable booking deposit is due at signing of the contract. A payment equaling 50% of the estimated cost is due 60 days before the event. Cancellation after this date requires forfeiture of this payment although it may be applied to another date if held within 6 months of the original date. Final payment is due two weeks prior to the event. The number of attendees given at this time is the minimum charge. Any additional costs will be billed after the event.

Signature of Contracting Party _____ Date _____