



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

Wedding/Reception Event Request Form

Date of Wedding _____ Location of ceremony _____ Time _____

Number of guests expected _____ Arrival time _____ Departure time _____

Bride's name _____ Phone _____

Groom's name _____ Phone _____

Rehearsal

Will you be using our facilities for a rehearsal? Yes: Date _____ Time _____ No _____

Will you have the rehearsal dinner at our facility? Yes: Date _____ Time _____ No _____

Location _____ Will you need our catering services? Yes _____ No _____

Will you or your guests need lodging accommodations at our facility? Yes _____ No _____

Coordinators, etc.

Who will be conducting the marriage ceremony? _____

Who will be your event planner? _____

Who will be your florist/decorator? _____

Who will be your musician(s)? _____

Reception

Will you be using our facilities for a reception following the wedding? Yes _____ No _____

Location _____ Will you need our catering services? Yes _____ No _____

Name of caterer? _____

Are there any special needs/circumstances that we need to be made aware of?

Please provide the name and contact information for the person who will be contracting for services with John Knox Center.

Name _____ Relationship to bride/groom _____

Address _____ City _____ Zip _____

Phone (home) _____ (cell) _____ email _____

I understand that this completed form and acknowledgement of applicable policies and procedures is required prior to booking the event. I understand that completion of this form does not guarantee acceptance of my booking. I understand that upon receipt of this form, the booking agent for the Center will contact me for additional information and instructions on contracting for my event.

X _____ Date _____
Signature

OFFICE USE

___ Wedding/Reception Policy

___ Grand Vista Package

___ No Alcohol Policy

___ Lake View Package

___ Booking Deposit (nonrefundable)

___ Peninsula Package

I received information on the above policies and agree to the terms.

X _____
Signature of Contracting Party