



2020 Special Event Application

Holston Annual Conference

June 7-10 ★ Lake Junaluska, NC

MAY 15, 2020 – DEADLINE FOR SUBMISSION
(MARCH 1, 2020 – Deadline for inclusion in Book of Reports)

Group _____

Check one: Official Holston Group/Office/Organization/Ministry
 Affiliated UMC Organization
 Other (Please specify relationship to Holston Conf.) _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Email Address _____ Preferred Phone _____

Requested Date _____ Requested Time _____

Requested Location _____

Number of guests _____ Payment Method _____

Catering Selection:

Breakfast Lunch Dinner Snack

Specific Menu Item _____ Price per person _____

Add-ons/Upgrades _____ Price per person _____

[NOTE: An 18% gratuity and current North Carolina state sales tax will be added to all catering orders.]

I have read and agree to the Special Events/Meals Policies.

Signature _____

Office Use Only: Received _____ / _____ / _____

Return application by May 15 to Charlotte Riggins:
(return by March 1 for inclusion in Book of Reports)
Email: charlotteriggins@holston.org
Fax: (865) 690-3162
Mail: Holston Conference, ATTN: Charlotte Riggins,
PO Box 850, Alcoa, TN 37701

Holston Annual Conference Special Events/Meals Policies

1. To publish your special event/meal in the Book of Reports, the deadline for requesting a reservation is **March 1**.
2. All special event/meal information (number of attendees, payment method, catering selection) must be received by the Annual Conference Coordinator by **May 15**. Please do not send special event/meal requests directly to Lake Junaluska.
3. All private/special meals are to be ordered from the catering menu. No food or beverage may be brought in from outside Lake Junaluska and served on Lake Junaluska property.
4. One group representative must be responsible for the entire group's special event bill. Final payment will need to be received at least 14 days prior to arrival. This can be made by a check (personal checks are accepted up until 14 days prior to arrival/event) or call in with their credit card information.
5. The group representative must guarantee the number of guests for his or her special event. This number may be adjusted through **May 15**. The group representative is responsible for full payment for all menu items ordered as of **May 15**.
6. If the group representative who is responsible for payment for the special meal wishes, we can set up a table outside of the meeting room for money collection.
7. Individuals will NOT be permitted to purchase tickets at the front desk for special meals. The group representative should communicate with participants about how he or she will collect payment for the meal.
8. Persons who are attending special meals need to let the front desk know upon check-in so that the individuals will not be charged for that meal.
9. Guests may NOT use Lake Junaluska meal tickets for special events. Guests will need to pay the group's representative who is responsible for payment for the event rather than the front desk.
10. A **\$70 fee per server**, will apply for all "Go through the Line" meals that request private seating in a meeting room, and the group representative must guarantee a minimum number of attendees by **May 15**. (Fees subject to change; please check when making arrangements.)