



# 2017 Special Event Application

Holston Annual Conference

June 11-14 ★ Lake Junaluska, NC

**APRIL 28, 2017 – DEADLINE FOR SUBMISSION**  
**(MARCH 1, 2017 – 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 April 28 to Charlotte Riggins:  
(return by March 1 for inclusion in Book of Reports)  
Email: [charlotteriggins@holston.org](mailto: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, 2017**.
2. All special event/meal information (number of attendees, payment method, catering selection) must be received by the Annual Conference Coordinator by **April 28, 2017**. 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. One representative must pay the entire bill at the front desk, or he or she will be billed. (An 18% gratuity and current North Carolina state sales tax will be included in this total.)
5. The group representative must guarantee the number of guests for his or her special event. This number may be adjusted through **April 28, 2017**. The group representative is responsible for full payment for all menu items ordered as of **May 1, 2017**.
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 \$25 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 **April 28, 2017**.