



www.DeerRunRetreat.org

DEER RUN
RETREAT

DEER RUN RETREAT CENTER

Mail 3845 Perkins Road | Thompson's Station, TN 37179

E-mail contact@DeerRunRetreat.org

Phone 615-794-2918 | **Fax** 615-794-5123

POLICIES

DEPOSITS

A reservation deposit of 40% is necessary to hold specific dates and to finalize the confirmation of a reservation. Deposits are non-refundable.

BALANCE PAYMENTS

Balance payment is required to be paid no later than **7 days prior to the arrival date**.

Group payment: Deposit and balance payments must be made with one check or one credit card not individual checks from each participant.

CANCELLATIONS

If a reservation is cancelled **more** than 60 days in advance, the deposit will be credited in full towards another date within the next 12 months of the date reserved.

If the reservation is cancelled **less** than 60 days in advance, there will be no credit given unless Deer Run is able to book another retreat for use of the same facilities for the cancelled date(s).

TAXES: OCCUPANCY & SALES TAX

All lodging is subject to a 4% local occupancy tax. This is a local tax which is not exempt.

Sales tax exempt organizations: Please provide a copy of your sales tax exemption form or Tennessee sales tax will added to your invoice.

INDIVIDUAL ROOM RESERVATIONS (B&B)

A reservation deposit of 50% is necessary to hold specific dates and to finalize the confirmation of a reservation. The deposit is fully refundable unless cancelled 7 days or less before arrival date.

CHECK-IN/CHECK-OUT: OVERNIGHT ACCOMMODATIONS

Check-in: 3 p.m. • **Check-out:** 11 a.m.

If an early check-in or late check-out is needed, please let the Deer Run staff know in advance, and we will do our best to accommodate the request. Certain charges may apply for extended stays.

CHANGES TO PROPERTY

No changes may be made to the property including signs, decorations, and moving furnishings without the consent and approval of Deer Run Retreat staff.

GUARANTEED GROUP NUMBER, MENU SELECTIONS, AND RETREAT SCHEDULE

14 CALENDAR DAYS PRIOR TO ARRIVAL DATE provide Deer Run Guest Services with the following:

- A **guaranteed NUMBER OF GUESTS** for lodging and per meal plus **MENU SELECTIONS** (for groups choosing from menus) should be provided to Deer Run Retreat. This is the minimum number which will be invoiced. Should more guests need to be added prior to the arrival date, Deer Run Retreat will make every effort to accommodate them and will invoice for the additional guests separately.

If Deer Run Retreat does not receive menu choices at least 14 calendar days prior to the retreat date, then we reserve the right to make the menu choices for the group.

- A **RETREAT SCHEDULE** so our staff can best serve your group while they are onsite.

KITCHEN FACILITY USE

Onsite kitchens at both The Lodge and The Creekside are compliant with state health codes, and therefore are not available for guest use. This includes the ovens, stove tops, refrigerators, freezers, and commercial sanitizer.

Gas grills may be used if reserved and paid for in advance.

Ice makers cannot be used to fill coolers.

The Lodge microwave and coffee maker may be used by guests.

The Creekside has a mini-refrigerator for storage of items, such as special dietary items or medicines. See a Deer Run staff member about storage.

COOLERS & FOOD STORAGE

Lodge Guests: Coolers must be stored on the outside porches and not on the floors inside The Lodge because of potential damage to the wood floors. Upon your arrival, a Deer Run staff member will assign a place for snacks. They are not allowed to be stored on the countertop in the kitchen.

Creekside/Cabin Guests: Food items must be brought in sealed containers and stored inside The Creekside or cabins.

ADDITIONAL SET-UP

Set-up requirements including, but not limited to, meeting tables, chairs, sound equipment, tents, stages, and electronics should be discussed and scheduled in advance. Additional fees may apply to certain set-up requests.



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FACILITY USE POLICIES

NONALCOHOLIC FACILITY

Deer Run Retreat Center is a nonalcoholic facility.

SMOKE-FREE ENVIRONMENT

Tennessee state law bans smoking inside any buildings. Designated smoking areas are provided in several locations outside the buildings to accommodate guests who smoke. For safety purposes, absolutely no smoking is allowed in grassy or wooded areas including trails.

FIREPLACES, CAMPFIRES, OR OPEN FLAMES

Candles, lanterns, or open flames are not allowed on any Deer Run Retreat premises.

Lighting of lodge fires or campfires is required to be scheduled and overseen by Deer Run Retreat staff and are allowed only in designated areas.

PETS

Pets (unless they are service animals) are not allowed on any Deer Run Retreat property including trails and inside lodges or cabins.

GROUP SUPERVISION

Deer Run Retreat requires that children and/or youth groups have a minimum of one adult leader for every eight students for overnight retreats, and that adult leaders are at least 25 years of age. This includes a requirement of at least one adult per cabin, bunkroom, or lodge guest room.

DAMAGES OR EXCESSIVE CLEANING

Each guest and/or group leader is responsible for any damages incurred during your stay. Deer Run Retreat will require the guest or group leader to pay for a replacement or repair of the property which is damaged.

In order to reduce damages to property and attraction of insects and critters, food and/or beverages (except water) are not allowed inside the cabins, bunkrooms, or lodge guest rooms.

If excessive cleaning of facilities (beyond normal) is necessary, a cleaning fee may be charged.

OUTDOOR REC POLICIES

RELEASE FORMS: WAIVER OF LIABILITY & MEDICAL RELEASE

Release forms are required for challenge ropes courses, climbing tower, paintball, and Spring Valley Lake activities.

Completed forms must be mailed (not faxed) to Deer Run 7 days prior to retreat date. For participants under the age of 18, the forms must be notarized. Forms should be in alphabetical order to help our staff locate information quickly in case of an emergency.

Our staff can email you a PDF of the release forms or forms can be downloaded at:

www.deerrunretreat.org/release_forms.shtml

OUTDOOR & EXTREME REC FACILITATORS

Challenge ropes courses, climbing tower, paintball, and Spring Valley Lake activities require Deer Run trained facilitators and must be scheduled in advance. Absolutely no one is allowed

to participate without Deer Run facilitator supervision.

Life jackets are required by all lake participants, including canoeing, and are provided by Deer Run.

INCLEMENT WEATHER

Deer Run Retreat staff has your safety in mind as we host camps and events. All scheduled events or retreats normally take place regardless of weather conditions. In case of heavy rains or thunderstorms we do our best to adjust the schedule as necessary to accomplish all programmed activities as planned. Deer Run Retreat cannot make a refund if your group chooses to cancel a retreat or activity because of inclement weather. However, should Deer Run Retreat staff choose to cancel a retreat or activity because of severe weather conditions, you will receive full credit to reschedule or for a future retreat.