



# St. John's Biggerstaff Christian Retreat Center

Physical Address: 398 Biggerstaff Road, Seneca, SC  
Mailing Address: 301 W. Main Street, Walhalla, SC 29691  
BiggerstaffRetreat@gmail.com (864) 638-6363  
Biggerstaffhost@gmail.com (864) 882-3337

## Wedding Reservation Agreement

Event or Group Name : \_\_\_\_\_

### Contact Information

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_

Day 1 Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Day 2 Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

(i.e. time on property - refer to "Event Rates & Times" to help clarify times)

Estimated attendance: \_\_\_\_\_

Fees: \*Deposit: \_\_\_\_\_

Rental: \_\_\_\_\_

Tables / Chairs: \_\_\_\_\_

Cornhole Set: \_\_\_\_\_

Grill: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

I understand: Reservations are not final until this application and applicable fees are received by the St. John's Biggerstaff (SJB) office. We agree to abide by all guidelines and policies of SJB. User defends, indemnifies and holds harmless SJB from all liability, loss or damage whatever from any cause which may arise from the use of the facilities or activities in and about the same by the Organization or its representatives or invitees. All information given on this form is correct and I have read, understand and agree to follow the Rules & Regulations for the use of the facilities and grounds.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

SJB Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Paid: Cash \_\_\_\_ Check # \_\_\_\_\_

Deposit: \_\_\_\_\_ By: \_\_\_\_\_

Deposit return\*: \_\_\_\_\_

\*Deposits will be refunded within 30 days of the event.

## Event Rates and Times

**Weddings:** Wedding hours are between 8am-10pm. If property has not been vacated by 10pm you will forfeit your deposit and due to "quiet hour" ordinances, law enforcement could be notified.

Wedding (One day): \$1000 plus \$400 refundable deposit.

Wedding (Two day): \$1500 plus \$400 refundable deposit.

### **Simple Wedding:**

Availability: Monday- Saturday in April and June through September.

Monday – Thursday in May and October.

Includes a 2 hour block of time between the hours of 8am – 12 noon or 1pm – 6pm for 25 people or less. Access to the ceremony space, restrooms, and bridal hut provided. In case of inclement weather, the gazebo may be opened upon approved request.

Rate: \$300 plus \$150 refundable deposit

**Items Available to Rent:** (Please refer to the closing checklist for additional information)

No refunds given for unused rented items

All tables and chairs: \$120 or \$2 per chair/\$3 per table

(chairs – black, 6' black tables, 6' white tables, 8' white tables)

Grill \$25 (2 available, \$25 each)

Cornhole (2 boards, 8 bags) \$25

**For all events an additional refundable deposit will be required:**

Deposit is refundable following positive post event inspection and will be issued to the renter.

Full Wedding refundable deposit: \$400

Simple Wedding refundable deposit: \$150

Full payment and deposit are due in full at time of reservation.

**Note:** Site visit with SJB Host, no later than two weeks prior to event is required.

### **Cancellation Policy:**

- More than 6 months notice from event date – 75% of rental fee returned.
- Less than 6 months notice from event date – 50% of rental fee returned.
- Less than 3 months notice from event date – 0% of rental fee returned.

All returned monies will be issue to the renter.

Regardless of notice time given, 100% of refundable deposit will be issued to the renter.

# POLICIES AND GENERAL GUIDELINES

St. John's Biggerstaff, Seneca SC

Owned and operated by: St. Johns' Lutheran Church, Walhalla, SC of the ELCA

1. St. John's Biggerstaff will be open for scheduled events from April 1 to October 31.
2. Rental times will be finalized a minimum of one week prior to the date of rental. Non-adherence can result in loss of deposit.
3. Illegal drugs, firearms and weapons are strictly prohibited. Anyone found with these items in their possession will be asked to leave the grounds and when appropriate, will be reported to local authorities. Retreat fees will be forfeited.
4. A closing checklist is provided to help you quickly verify that all closure tasks are completed fully. If items are not completed, the loss of deposit can occur.
5. Fireworks and sparklers are prohibited.
6. By order of the Fire Marshal, smoking is not permitted in any of the Biggerstaff facilities. Campfires are prohibited except in the designated area.
7. Responsible alcohol use is allowed with completion of attached alcohol policy and liability form.
8. To respect the rights of other user groups and to foster fellowship in community, we ask that quiet time be observed no later than 10 pm each evening.
9. Animals must be leashed and any waste removed.
10. Groups are expected to clean the facility before they leave. Please return the cleanliness of the facility to the quality level you found upon check-in and items used returned to original location.
11. All Trash must be removed from the property following your event.
12. We request your help in keeping God's creation beautiful and safe for wildlife. Please do not litter and avoid using manmade materials to toss or scatter on the grounds.
13. If additional time is requested from staff, if they are available, it will be charged at a rate of \$25 per hour with a one hour minimum.
14. Damage to the property is the responsibility of the group occupying the facilities. Groups must agree to pay any and all damages incurred at Biggerstaff facilities as a result of their group and/or vendors actions. A thorough inspection will be conducted prior to and following your event.
15. Vehicle parking is permitted in designated parking areas. Overflow parking is permitted along the entrance road inside the gate and on the open field.
16. Biggerstaff Retreat does not assume any responsibility for theft or vandalism incurred by an individual(s).
17. All groups must have one adult counselor (age 21 or over) present at any event. Additional adult counselors (19 or over) must be present for every 8 youth.

18. Each group is responsible for providing their own health care personnel, emergency transportation, and medical supplies. We suggest each group obtain signed consent for medical treatment from parents for all minors along with the name of their insurance carrier and policy number.

19. St. John’s Biggerstaff is not liable for illness or injury to persons using the facilities.

20. **Swimming is at your own risk. No lifeguards are on duty.**

21. Each group agrees that nothing will be erected, fastened, or attached to buildings without prior consent, and will be returned to previous condition prior to event’s end.

22. Negligence or non-performance by a vendor is not the responsibility of Biggerstaff. If a vendor’s arrival or departure time falls outside of agreed upon site rental time it can impact your deposit.

23. Renters will be responsible for all communication with, payment of and actions of vendors. Biggerstaff Management must approve any rentals prior to day of event. All equipment must be used in areas pre-designated by St. John’s Biggerstaff for this purpose.

24. Each guest group is requested to provide a schedule for your function. Please make this event schedule known upon check-in at the beginning of your event.

25. Wifi is available. Please ensure that electrical equipment is not tampered with or unplugged. Password: guestbigg

26. Renter acknowledges and agrees that electronic surveillance equipment is in use at St. John’s Biggerstaff Retreat for security and management purposes. No one shall move, damage, sabotage, cover or cause a malfunction in any component of the system and doing so may impact your deposit.

Thank you for respecting the policies of St. John’s Biggerstaff.

I, \_\_\_\_\_, as the group representative and leader have read, shared and reviewed the St. John’s Biggerstaff policies. All undersigned acknowledge they understand and agree to adhere to the above-stated policies and that failure to do so may impact deposit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Renter)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(SJB Registrar)

**St. John's Biggerstaff  
Christian Retreat Center  
Alcohol Policy**

With the approval of a signed Alcohol Policy, the usage of alcohol at Biggerstaff is permitted between the hours of 3PM and 9PM with the following regulations:

1. Alcohol must not be the primary focus or purpose for the event or be an inducement to attend.
2. There will be no buying or selling of alcohol.
3. Care will be taken as to the appropriate presence of youth and children. No alcohol for the adults will be permitted for an event that is primarily youth oriented.
4. Underage drinking is prohibited, and its prevention must be strictly enforced. Steps must be taken to ensure that minors, persons under age 21, do not have access to and are not served alcohol.
5. Non-alcoholic beverage alternatives must be provided with equal quantities, prominence, and accessibility as those containing alcohol.
6. Groups must obey all federal, state, and local laws and regulations with respect to alcoholic beverages.

Although these guidelines recognize the positive social value of the use of alcoholic beverages, Biggerstaff Retreat Center, as a Christian retreat center, also recognizes that drunkenness and disorderly conduct is unacceptable behavior, and care must be taken to ensure that responsible persons are in control of serving alcoholic beverages.

Any exceptions to this must be submitted for approval to St. John's Biggerstaff, thirty (30) days prior to your event.

By signing below, the host/contact person sponsoring the activity on the St. John's Biggerstaff premises assumes all responsibility for observance and enforcement of the alcohol use policies. St. John's Biggerstaff Retreat Center reserves the right to withhold renters deposit in full for breach of this policy.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_