



BEAR HOLLOW RETREAT

The Barn Instructions

www.bearhollowretreat.com

WELCOME,

Laura & friends,

We are so grateful to be hosting your event! To keep the process simple for you, we've created this guide to help open and close The Barn before and after your event. Our team is available for any questions or emergencies.





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HOW TO:

Unlocking the Barn



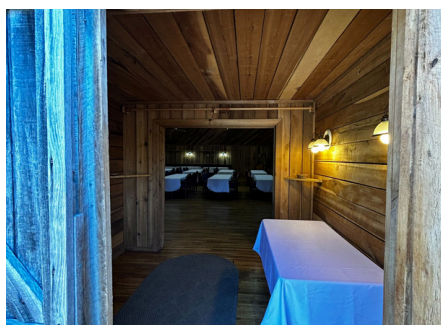
✓ Lock Box

Locate the lock box on the right hand side of The Barn front door. Enter the code **5654**. The lock box will open. Grab the key!



✓ Key

Use this key inside the lockbox to unlock the front door of The Barn.



✓ You are in!

Hot tip: There is a long wooden slab that you can use to hold the door open. It is located behind the right side door. Use to help load items in if needed!

HOW TO:

Entryway Lights



✓ Entry

This door is where the entry way lights are located. Head inside!



✓ Lights

To the right of the door from the inside, there is a light switch panel.



✓ Voila!

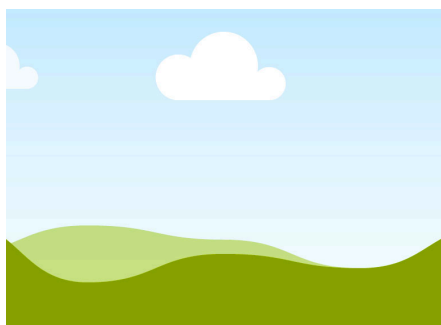
From left to right -

Circle switch: Press to turn on outside lights

Second Circle Switch: Press to turn on entryway

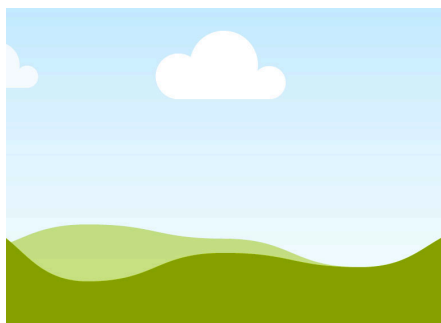
HOW TO:

Sound & Microphones



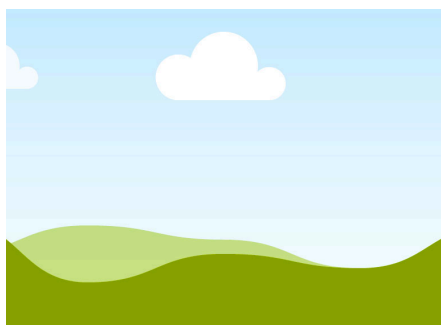
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HOW TO:

Lockup & Check out!

Here is a checklist to help your checkout process go smoothly!
We are so happy we were able to host your event and hope that you had a great time. Please kindly complete these items before leaving.

CHECKLIST

- ☐ Ensure no perishable food is left
- ☐ Ensure entryway lights are turned off
- ☐ Ensure string lights are turned off
- ☐ Place door stop inside of entryway
- ☐ Place key back in lock box



THANK YOU!!

It was such a pleasure hosting you and your event. We hope it went great and hope to have you back at Bear Hollow in the Future. If you have any feedback for our team or would like to share general thoughts, please send us a text or email! Safe travels home!

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all things Bear Hollow, Monteagle, & Tracy
City!

*The Barn at
Bear Hollow*

events@bearhollowretreat.com
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