



You have always wanted this day to be special, and the majestic setting of Piatt Castle Mac-Cheek will create the perfect backdrop for Your Wedding.

The Drawing Room Wedding / Reception

For a guest list of 50.

Our drawing room at **Mac-A-Cheek** is a dramatic setting for your wedding. The bride can descend the formal front staircase and enter our gracious drawing room, which boasts a floral frescoed ceiling and walls of oak gothic archways.

The Intimate Terrace Wedding / Reception

For a guest list of 20 to 30.

Our north terrace at **Mac-A-Cheek** overlooks the Mac-A-Cheek Valley. With the Castle tower presiding over your ceremony, it is the perfect setting in which to receive your family and friends.

The Lawn Wedding / Reception

For a guest list of 50+.

The lawns of **Mac-A-Cheek** can accommodate all your friends and family while the castle serves as an impressive backdrop.



Pricing

Wedding or Reception

Outside: \$400; Included: One (1) hour rehearsal and four (4) hours exclusive use of Castle grounds (5:30 - 9:30).

Inside: \$750; Included: One (1) hour rehearsal and four (4) hours exclusive use of one (1) Castle room (5:30 - 9:30)

Note: Reception only includes five (5) hours on one day (5:30 – 10:30pm).

Wedding & Reception

Outside: \$550; Included: One (1) hour rehearsal and six (6) hours exclusive use of Castle grounds (5:30 – 11:30).

Inside: \$1000; Included: One (1) hour rehearsal and six (6) hours exclusive use of one (1) Castle room and Castle grounds (5:30 – 11:30).

Royal Experience

Cost: \$1250; Included: Entire Castle open for wedding guests between the ceremony and reception; one (1) hour rehearsal and six (6) hours exclusive use of the Castle and grounds; (5:30 – 11:30).

Notes:

- A non-refundable deposit of \$100 is required to reserve a date.
- For our mutual protection, Event Insurance must be purchased by you and the certificate provided to Piatt Castle before the event.
- Start times (5:30 summer; 4:30 spring/ fall) are the earliest times that the Castle and grounds are open to the wedding party; start times for the event should be no earlier than 6:30 summer, 5:30 spring/fall.
- We have no "Bride's room" for changing.
- All wedding party, food waste, trash, and guests must be off Castle property by the end time.
- Additional time will be charged @ \$75 inside or \$30 outside per ½ hour (or part thereof).
- Set-up and take-down times by arrangement.

Please note!

When the Castle is closed for the winter it is available for rental if there are no restoration projects or other work underway. If it is available there is a heating, cleaning, and snow/ice removal surcharge that applies: November, March, and April, \$175; December, January, and February, \$250.

Dates & Times

Piatt Castle is open for public tours from 10 till 4 on Saturdays and Sundays from the weekend following Labor Day through October and from mid-April until Memorial Day from 10 till 5 daily from Memorial Day weekend through Labor Day weekend. **Weddings will be scheduled to take place no earlier than 90 minutes after closing time; 5:30 pm when the Castles close at 4 pm and 6:30 pm when the Castles close at 5 pm. During the spring and fall when we are only open for tours on weekends, weddings can take place any time during the weekdays.**

Policies & Guidelines

We at Piatt Castle Mac-A-Cheek pride ourselves in our hospitality and ability to accommodate you and your guests. However, the Castle is a historic site listed on the National Register of Historic Places and we must set down a few guidelines in order to protect the buildings and artifacts. **We take these policies very seriously; please contact us if you have any questions or concerns.**

Use, Preservation & Access

- ✂ **Staff members from Piatt Castle shall be present at all functions to oversee the program or function, answer questions, to supervise the house and grounds, and to close the property. It should be clearly understood that the duties of the Castle staff only concern the security and interpretation of the property and its collections.**
- ✂ **Access to the interior of the Castle begins at 5:30 (4:30 spring and fall).**
- ✂ **Tent setup and take down (or any other delivery that involves large trucks) cannot take place during Castle business hours and must be coordinated with Castle staff.**
- ✂ **No setup or decoration is allowed inside before 5:30 (4:30 spring and fall).**
- ✂ **At the conclusion of the function, all trash must be removed from the site and the rooms and/or grounds are to be left in the same condition as found.**
- ✂ **No food or drink (including bottled water and baby bottles) is allowed in the Castle buildings without specific permission of Piatt Castle staff. Wedding guests should be reminded that no food or liquids are allowed in the Castle.**
- ✂ **Lit candles are not permitted in the Castle.**
- ✂ **Smoking in the Castle buildings is prohibited.**
- ✂ **Setup and decoration for outside weddings can be done at any time provided that Castle visitors are not inconvenienced or annoyed.**
- ✂ **Guests and outside service staff should not touch woodwork, textiles or furniture. Cooperation of visitors is essential in order to preserve the furnishings and decoration of the house.**
- ✂ **Nothing may be placed on top of any of the museum furnishings, window seats, or mantels. This includes gifts, cameras, video equipment or anything else brought into the building.**
- ✂ **Guests must not go behind the roped off areas in the Castle and may not handle the collections. Guests must not sit or place objects upon items of furniture or other objects in the collection.**

- ✂ To protect the historic parquet floors, high-heeled shoes with heels smaller than a quarter are prohibited.
- ✂ Groups of no more than fifty (50) individuals can be accommodated in the Drawing Room of Mac-A-Cheek. Piatt Castle does have chairs for use inside the Castle, and the Castle staff will be responsible for set up and removal.
- ✂ Designated event areas only may be used; other parts of the home are open only for tours (tours of the Castle are available for an additional fee. Call to schedule and for pricing) or for staff use.
- ✂ Any and all decorations must be approved in advance by the Piatt Castle.
- ✂ No tape of any kind, wire, nails, screws, and other fasteners may be used in decorating Mac-A-Cheek for a function.
- ✂ Chairs, tents, arbors, or any other equipment for lawn functions will be the responsibility of the client.
- ✂ No sign, notice or advertisement may be placed in the building or on the site without the permission of the Piatt Castle.
- ✂ The throwing of bubbles, rice, bird seed, confetti or anything is prohibited inside the Castle; however, bubbles or bio-degradable may be used outside the Castle.
- ✂ All inside decorations must be removed immediately following the event.
- ✂ **Inside the Castle children under 12 must be accompanied at all times by a responsible adult.**

Photographers:

- ✂ Photographers must abide by and respect these Guidelines. Video equipment is limited to hand-held cameras or rubber-tipped tripods.
- ✂ No moving of objects or posed photography behind roped off sections is permitted without Piatt Castle staff approval.

Music:

- ✂ Music should be appropriate to the environment.
- ✂ The client must advise the Piatt Castle of the name, address and phone number of any musician engaged for their event and must instruct the musicians to contact the Castle in advance to discuss their needs and these Guidelines.
- ✂ Because amplified music and dancing shake the building, they cannot be permitted in the Castle. The only exception is for acoustic instruments.
- ✂ Clients are responsible for advising musicians to supply all necessary extension cords. These cords cannot be secured with the use of any kind of tape.

Florists & Caterers:

All food, food waste and trash must be removed from the property immediately following the event.

Caters must be made aware that electrical service inside and outside the Castle is extremely limited and will not support crockpots or any high wattage electric appliances.

- ✂ Florists / Caterers must advise the Piatt Castle of intended time of arrival and must coordinate their set up.
- ✂ Live flower arrangements are permitted in the building only if adequately potted to prevent spilling of water. Floral arrangements without water are encouraged whenever possible.
- ✂ Piatt Castle is not responsible for items left on the property.
- ✂ Everything must be removed from the property no later than opening the day following the event.

Parking:

- ✂ Clients are responsible for orderly parking of vehicles in the designated area(s). Piatt Castle staff will provide signs and guidance.

Et Cetera:

- ✂ No alcoholic beverages may be consumed on, or brought onto the property without specific permission of Piatt Castle. It is illegal to buy or sell any alcoholic beverage in Monroe Township.
- ✂ Piatt Castle reserves the right to remove from the premises anyone behaving in an objectionable or destructive manner.
- ✂ Rental furniture must be removed from the property in a timely manner. Piatt Castle is not responsible for any equipment, rental or otherwise, that is left on the grounds or in the building.
- ✂ Rental agents must arrange with Castle staff a date and time (**completed before the Castle open for tours at 10 AM**) for tent raising and removal and / or other deliveries.
- ✂ **Electrical service, both inside and outside is limited at Castle.**

Contact Us

Should you want to speak with me further, please call 937-844-3480. You may also schedule a viewing of the castle or a meeting with our event staff. Best wishes and good luck with your future plans! Visit www.PiattCastle.org to see wedding photos.

Sincerely,

Jim

James A. White

Event Coordinator

Piatt Castle Mac-A-Cheek

P.O. Box 497, 10051 Twp Rd 47, West Liberty, Ohio 43357

Phone: 937-844-3480, Jim@PiattCastle.org

Piatt Castle Mac-A-Cheek Wedding Letter of Agreement

I have read the **Guidelines for Use of Piatt Castle** provided to me by Piatt Castle and agree to abide by the policies outlined. I have provided a non-refundable deposit of \$100.00 with this letter. Payment of one half of the balance will be provided no later than 30 days before our wedding, the remaining balance and proof of insurance will be provided no later than one (1) day before the event.

Bride: _____ **Groom:** _____

Package: **Royal** **Wedding and Reception** **Wedding** **Reception**

Location: **Castle Mac-A-Cheek** inside outside

Date of Rehearsal: _____ Rental Time: _____ until _____

Date of Wedding: _____ Rental Time: _____ until _____

Start Time of Ceremony / Reception: _____ (at least one hour after beginning of Rental Time)

Number of Guests: _____

Other: _____

Contact Person: _____

Address: _____

Address: _____

Email: _____

Phone Number: _____

Signature: _____ Date: _____

Approved by: _____ Date: _____

Cost:	
Cost	\$ _____
Other charges	\$ _____
Less deposit	\$ _____
Balance	\$ _____
Payment 2	\$ _____
(Due one month before wedding)	
Final Payment	\$ _____
(Due at rehearsal)	

Event Insurance:
