



Wedding & Event Venue

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ADDENDUM TO VENUE RENTAL AGREEMENT **(Wedding)**

THIS ADDENDUM TO VENUE RENTAL AGREEMENT (this “Addendum”) is made and entered into by and between Castle Mac-O-Chee, LLC, an Ohio limited liability company (“Mac-O-Chee Castle”), and _____ (“Customer”), to add the following additional terms to that certain Venue Rental Agreement (the “Agreement”) between Mac-O-Chee Castle and Customer having an Agreement Date of _____, with an Event Date of _____ (the “Agreement”).

1. **Guests.** The definition of a “Guest” shall specifically include members of the bridal party.
2. **Wedding Rehearsal.** Customer shall be permitted access to the Venue for one (1) hour to conduct a rehearsal on the Thursday immediately preceding the Event Date, as follows:
 - (a) If the Event Date is on a Sunday, Customer shall have access from 5:00 p.m. to 6:00 p.m.; if the Event Date is on a Friday, Customer shall have access from 6:00 p.m. to 7:00 p.m.; and, if the Event Date is on a Saturday, Customer shall have access from 7:00 p.m. to 8:00 p.m.
 - (b) Time limits will be strictly enforced.
 - (c) Times will not be rescheduled due to weather conditions.
 - (d) Access during this time is for rehearsal purposes only. No decorating, or any other activities pertaining to the Event, may take place during this time.
3. **Rehearsal Dinner.** The Venue is generally not available for the rehearsal dinner. On limited occasions, the Venue may be available for the rehearsal dinner. Customer will only be permitted to use the Venue for the rehearsal dinner upon the execution and delivery of a separate addendum.
4. **Location of Ceremony.** Customer may choose to have the wedding ceremony outdoors or indoors. Outdoor ceremonies may be conducted anywhere on the Courtyard. Customer may request, and Mac-O-Chee Castle may approve or reject such request in Mac-O-Chee Castle’s sole discretion, that an outdoor ceremony be performed in other locations at the Venue. Indoor ceremonies will be conducted in the Great Hall. Customer may request, and Mac-O-Chee Castle may approve or reject such request in Mac-O-Chee Castle’s sole discretion, that an indoor ceremony be performed inside the Castle (any such indoor ceremony is limited to 30 Guests). If an outdoor ceremony is relocated inside due to inclement weather, Mac-O-Chee Castle shall be responsible for moving the seating, and may, but shall not be required to, assist Customer and Customer’s vendors, if applicable, in relocating decorations, equipment, and all other items. Although Mac-O-Chee Castle will consider the Customer’s preference in deciding whether the ceremony will be relocated from outside to inside because of inclement weather, Mac-O-

Chee Castle reserves the right to make the final decision as to whether the ceremony will be relocated, and to the timing of such decision. Customer assumes all weather-related risks. Customer will not receive any refund or discount if the ceremony is relocated from outside to inside.

5. Guest Chairs. Mac-O-Chee Castle shall provide a sufficient number of chairs to provide seating for the number of Guests indicated on page 1 of the Agreement. Mac-O-Chee Castle shall set up the chairs prior to the ceremony, and take down the chairs after the ceremony. Customer and Customer's vendors, if applicable, shall be responsible for all other set up and take down of decorations, equipment, and all other items used in the ceremony.

6. Permitted Areas. In addition to the areas identified in Section 8 of the Agreement, Customer shall be permitted use of, and access to, certain areas of the Venue for the Event, as follows:

(a) Customer and the bridal party shall have access to the entire Castle and Manor House, excluding areas marked as restricted, for one hour on the day of the Event, at a time determined by Customer and Mac-O-Chee Castle.

(b) The bridal party shall have access to only the first floor of the Castle, excluding the library, parlor, study, and stairway, from 10:00 a.m. on the day of the Event to the beginning of the wedding ceremony.

(c) The bridal party shall have access to Manor House, excluding second floor areas that are not part of the groom preparation area, from 10:00 a.m. on the day of the Event to the beginning of the wedding ceremony.

(d) Once the wedding ceremony begins and for the remainder of the Rental Period, the outside doors to the Castle and Manor House will be locked. The doors may be unlocked by entering a security code. Members of the bridal party will be provided the security code. Members of the bridal party only are permitted inside the areas described in Sections 6(b) and 6(c) after the wedding ceremony begins for the remainder of the Rental Period.

7. Service Providers. Mac-O-Chee Castle's only responsibility for the ceremony shall be guest seating as described in Section 5 of this Addendum. Customer shall provide, at Customer's expense, all other goods and services necessary or desired for the ceremony, including, without limitation the officiator, wedding coordinator, music, flowers, and decorations.

8. Definitions. Any capitalized terms in this Addendum that are not defined shall have the meaning assigned in the Agreement.

9. Incorporation by Reference. This Addendum is hereby incorporated by reference into the Agreement. In the event there is any conflict between the terms of this Addendum and the Agreement, the terms of this Addendum shall control.

[Signature page follows]

“Mac-O-Chee Castle”

CASTLE MAC-O-CHEE, LLC

By: _____

Its: _____

Date: _____

“Customer”

Customer Signature

Print Name

Date

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