



## Rules and Conditions for Usage (Alphabetized)

**Candles:** The use of candles is permitted in the Event Venue during the reception. Candles must be inside a container and the flame may not be any taller than the container itself.

**Capacity:** Mac-O-Chee Castle's max capacity is 300 guests. If your needs are different than this limitation, please outreach to Mac-O-Chee Castle.

**Catering:** The catering service areas in the event venue is not intended to be used as a kitchen for meal preparation. Customer decorating materials may not be stored in the catering room before, during, or after the event.

**Children:** Children under the age of 18 are your complete responsibility. Please know where your children are at all times and make certain that they clearly understand The Rules. Children are not permitted near the retention pond or the open flame of the outdoor woodburning fireplace. Marshmallows may not be roasted, not any food cooked in the fireplace. PLEASE respect the historic nature of the premises and its surroundings! We would greatly appreciate it if persons do not disturb the walls and stone of Mac-O-Chee Castle as well as plants, rocks, trees, or other natural gifts. Failure to supervise or control guest minors is a breach of this Agreement and are grounds for immediate expulsion from the Venue.

**Contact Person:** You must designate one individual as your Contact Person. This must not be someone heavily involved in the activities of the day, as they will be too busy to effectively communicate with our Venue Manager should problems/concerns/questions arise. (When questions arise, do not designate any member of your bridal party, photographer, caterer, florist, or musician as your liaison.) Mac-O-Chee Castle staff do not serve as wedding day coordinators. The Customer may choose to hire a wedding planner or coordinator.

**Courtesy Protocol:** Mac-O-Chee Castle reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

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**Decorations:** Please do not nail anything to trees or hang any ropes, swings or hammocks from tree limbs. Please do not walk or step in flower beds or in water features. Please do not nail or affix adhesive products to any wall surfaces within Mac-O-Chee Castle or the Event Venue. Only drafting tape may be used to affix decorations and/or signs. No masking tape, duct tape, electrical tape, transparent tape, or double stick tape is allowed. All other decorations must be freestanding. Any other decorations, signage, electrical configurations or construction must be pre-approved in writing by Mac-O-Chee Castle. Decorations may not be hung from light fixtures, rafters, trusses, or beams without written pre-approval by Mac-O-Chee Castle. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Customer(s) and Mac-O-Chee Castle.

Fireworks and pyrotechnics are not permitted onsite at any time. Glitter and rice are prohibited on the premises. Paper based confetti and birdseed are permitted only outside for wedding and reception farewells. Floating lanterns, balloons, etc. are not permitted for send offs. Fake loose flower petals could blow away and may not be utilized. Real petals for flower girls are permitted. No pinatas, mechanical bulls, bounce houses, firepits, feathers, bubble machines, bicycles, skateboards, and rollerblades are permitted inside or outside the facilities. No dart throwing games, carnival-type rides, balloon popping, or fog machines are permitted inside or outside the facilities.

**Deliveries/Delivery Trucks:** There is a size limit to the height and length of vehicles entering the premises. Please coordinate limits with us. We will need to know the delivery dates and times of any rentals, so we can be available to show them where to drop their rentals.

**Electrical Outlets:** All electrical outlets on the property are available for use at an event. The vendors are welcome to inspect the locations and numbers of outlets prior to booking.

**Event Ending Time:** All events must end by 11:00pm to comply with Township sound ordinances. This includes tear down and clean up by the customer and outside vendors.

**Garbage Disposal:** Trash disposal during and after the event, is handled by Mac-O-Chee Castle and/or the caterer. Immediately following the event, please have your Bridal Party take a few minutes to walk all the areas of the building(s) and property that have been utilized for the event to ensure that all belongings are collected. Any trash may be placed into the Mac-O-Chee Castle dumpsters.

**Gardens:** Our gardens and water features have been designed to be enjoyed by all. It is the responsibility of parents to keep their children out of the gardens and landscaped areas.

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**Guests:** Please keep in mind when inviting Guests to your event, that you are inviting them to a treasured historic location. We will expect visitors to conduct themselves in a mature, responsible, and respectful manner. The Customer agrees to advise their guests to leave all valuables and personal items in their locked automobiles. Mac-O-Chee Castle shall not be held liable for any theft, damage, or loss to belongings of the Customer or the Customer's guests. Mac-O-Chee Castle takes no responsibility for personal effects and possessions left at the Venue before, during, or after any event.

**Handicap Accommodations:** We provide level designated parking and ramped walkways throughout the property along with suitable restroom facilities. Motorized and transport chairs can easily navigate the grounds. Portions of the Castle are handicap accessible. Unfortunately, due to the historic nature of the building, not all portions of the Castle are able to be accessed with motorized or transport chairs.

**Logistical Plans:** The Mac-O-Chee Castle planning team must review and approve all proposed logistical plans for the use of the premises a minimum of thirty (30) days prior to an event.

**Music and Entertainment:** Due to the proximity of Mac-O-Chee Castle to a local neighborhood, sound considerations are a concern. Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area. The Mac-O-Chee Castle Venue Manager will help to establish acceptable sound levels. Any complaints from neighbors or other parties may require the levels to be reduced further. Mac-O-Chee Castle reserves the right to require Customer(s) to cease the music it deems inappropriate, in its sole discretion. Mac-O-Chee Castle also reserves the right to require the Customer(s) to lower the sound level or cease playing music in its sole discretion.

Note: Although we are situated on 19 acres, we are keenly aware that sound travels and do, therefore, make every attempt to be considerate of our neighbors' privacy.

**Parking:** Parking is available at the designated areas on the south side of the complex. Overflow parking is also available. Handicap accessible parking spaces are provided at the posted areas on the east side of the Event Venue. Parking is not permitted in front of the castle or any access drive on the premises. Vehicles may only be driven on the road or in designated areas, not in the grass.

**Pets:** We love our pets and understand that the Customer(s) may wish to have them involved in their special day. A maximum of two (2) pets of the bridal party are allowed on the premises. Pets must remain on a leash at all times and may not be inside any of the buildings. Special consideration will be given if a ceremony is required to be moved indoors due to inclement weather. Once their involvement in the ceremony has concluded, all pets must be crated outside the building after the ceremony or in the storage room in the Event Venue. The Customer's guests may not bring pets on the premises unless it is a trained service animal under the Americans with Disabilities Act regulations. Service animals require written pre-approval from Mac-O-Chee Castle.

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**Photography:** The many natural settings and historic beauty of Mac-O-Chee Castle have been developed and maintained for the enjoyment of all events. We reserve the right for each Customer the opportunity to use any area of the premises for wedding/reception photograph sessions. Mac-O-Chee Castle reserves the right to use any photographs, videography, or other media reproductions of the event on our website, social media channels, and in marketing materials. Mac-O-Chee Castle reserves the right to request photos from your chosen photographer and cinematographer/videographer with approval from your photographer and cinematographer/videographer for use on our website, social media channels, and in marketing materials. If at any time you wish for photographs, videos, or other media reproductions to be removed, requests made in writing to Mac-O-Chee Castle will be honored. The Customer shall hold harmless and agrees not to sue Mac-O-Chee Castle, and shall not be compensated by Mac-O-Chee Castle in any way, for any use of the Customer or Customer's guests name or likeness by Mac-O-Chee Castle per the terms of this Agreement.

**Refrigerator/Freezer Space:** Mac-O-Chee Castle has a commercial grade refrigerator/freezer for use within the prep kitchen area of the Event Venue. The Event Venue also has large bin ice storage at the bar serving area. There is a commercial ice maker on site. Caterers are expected to make food/beverage arrangements with Mac-O-Chee Castle to ensure all of their needs can be met.

**Rental Space Changes:** Any contents or furniture movement must be pre-approved by Mac-O-Chee Castle. It is the Customer's responsibility to restore all areas to their original appearance. Placement of tables, tents, live music, catering equipment, etc. must also be approved by the Mac-O-Chee Castle Venue Manager.

**Seasonal Décor:** A decorated Christmas tree and other appropriate seasonal décor will be displayed after Thanksgiving annually. Seasonal décor will be taken down in the month of January. It is not possible to remove any seasonal décor for an event during this time frame.

**Signage:** Please do not attach anything to or cover up our entrance sign, or nail or screw anything to the trees.

**Smoking:** There is absolutely no illegal drug use or consumption tolerated at Mac-O-Chee Castle, including without limitation, consumption of marijuana in any form, regardless of whether the user(s) and/or Customer(s) are qualifying patients consuming marijuana for medical use. Mac-O-Chee Castle and Event Venue are non-smoking facilities and smoking/tobacco use is permitted in the specified outdoor designated smoking areas only. The Customer may request for their event to be strictly non-smoking. Mac-O-Chee Castle will honor this request and designate all areas on the premises to be non-smoking.

**Speed Limit:** The speed limit on Mac-O-Chee Castle premises is 5 mph and is strictly enforced for the safety of your guests.

**Tables and Chairs:** Mac-O-Chee Castle provides tables and chairs as part of our rental package, unless noted otherwise. We have over 300 chairs with comparable numbers of tables to accommodate our venue occupancy. The Event Center will have available only the maximum number of chairs based on the approved occupancy.

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**Weather:** Ohio weather can be unpredictable. It can be suitable for outdoor events throughout the spring, summer, and autumn with the most ideal time from May until October. Since our Venue is booked for events well in advance, please be advised that we will not be able to reschedule any planned outdoor activities for an alternate date. In case of inclement weather, our staff will work to transition planned outdoor activities to an indoor format. The Event Venue was built with this precise scenario in mind. Please note that rain, thunder, lightning, snow, and ice are considered inclement weather and warrants the need to transition to an indoor format.

**Wedding Rehearsal:** In order to not conflict with other venue rentals, rehearsals are planned for the Thursday evening before the event date. Rehearsal times are based on the evening that the Customer has reserved Mac-O-Chee Castle (Friday rental = 6-7pm; Saturday rental = 7-8pm; Sunday rental = 5-6pm). There will be a one hour window available to complete all rehearsal activities. The Event Venue will not be available to decorate after the rehearsal.

**Additional Fees:** The payment source on file shall be charged the designated amount in the following situations:

- A \$500 late fee for any guests, agents, and/or vendors who remain at Mac-O-Chee Castle up to one (1) hour past the end time set forth above.
- A \$2500 late fee for any guests, agents, and/or vendors who remain at Mac-O-Chee Castle more than one (1) hour past the end time set forth above.
- In the event Mac-O-Chee Castle requires additional cleaning from remaining décor, excessive debris, or otherwise from the event or other issues as deemed appropriate by Mac-O-Chee Castle, the Customer will be charged \$100 per hour for additional cleaning services. Any damage, for any reason, caused as a direct or indirect result of the Customer's event or caused by the Customer or the Customer's guests, will be charged to the Customer at cost to repair or replace plus 20% (twenty percent). Mac-O-Chee Castle shall send to the Customer an invoice or other documentation evidencing the charged amount. The Customer shall be responsible for collecting any reimbursement due to the Customer or the Customer's guests from their event liability insurance provider.
- Any coolers or outside alcohol found onsite will result in an automatic \$1000 fine to the Customer per occurrence.
- If any of the policies related to the consumption of alcoholic beverages on the premises are breached by the Customer or the Customer's guests, the Customer shall be assessed a \$1500 penalty and the Customer and/or the Customer's guests may be reported to local, state, and/or federal authorities due to such violation(s).
- There will be a \$1,000 fee imposed should your final guest count numbers exceed 300 guests, including the bridal party.
- Any damage to the exterior patio or premises related to use of sparklers will result in \$500 fine. Mac-O-Chee Castle shall send to the Customer an invoice or other documentation evidencing the charged amount.
- Any terms and conditions not adhered to related to décor will result in a \$500 fine and/or expulsion from Mac-O-Chee Castle's premises at our sole discretion. Mac-O-Chee Castle shall send to the Customer an invoice or other documentation evidencing the charged amount.

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**WEDDING POLICY AND GUIDELINES AGREEMENT**

I have read and understand the policies concerning events held at Mac-O-Chee Castle. I agree to uphold them and ensure that contractors and members of the event party, will abide by the policies. I understand it is my responsibility to inform the guests and vendors (florist, photographer, coordinator, etc.) that they must also conform to this set of guidelines.

IN WITNESS, the parties hereto have caused this Agreement to be duly executed on the day and year first stated above.

**Castle Mac-O-Chee, LLC:**

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(Authorized Representative)

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(Signature)

(Date)

**Customer:**

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(Customer)

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(Customer)

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(Signature)

(Date)

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(Signature)

(Date)