



Rules & Regulations

While we pride ourselves in our hospitality and ability to accommodate you and your guests, as Piatt Castles are historic sites listed on the National Register of Historic Places we must set down a few guidelines in order to protect the buildings and artifacts. We take these regulations very seriously, please contact us if you have any questions or concerns.

Use, Preservation & Access

- ⌘ Piatt Castles does have a limited supply of chairs (50) available for use inside the Castle, and the Castle staff will be responsible for set up and removal.
- ⌘ Chairs, tents, arbors, or any other equipment for lawn functions will be the responsibility of the client.
- ⌘ Designated event areas only may be used; Other parts of the home are open only for tours (tours of the Castles are available for an additional fee. Call to schedule and for pricing) or for staff office use.
- ⌘ Smoking in the Castle buildings is prohibited.
- ⌘ 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.
- ⌘ No sign, notice or advertisement may be placed in the building or on the site without the permission of the Piatt Castles.

- ⌘ 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.
- ⌘ Any and all decorations must be approved in advance by the Piatt Castles.
- ⌘ No tape of any kind, wire, nails, screws, and other fasteners may be used in decorating Mac-A-Cheek for a function.
- ⌘ Ribbons or pipe cleaners must be used to attach garlands or other decorations to the banister of the main stairs or other approved areas.
- ⌘ All decorations must be removed the day after the event between 10:00 am and Castle opening.
- ⌘ Lit candles are not permitted in the Castle.
- ⌘ Children under 12 must be accompanied by a responsible adult.
- ⌘ Guests must use broad heeled shoes to protect the historic parquet floors and because of gravel, grass and stone walkways. There are no exceptions made for this provision.
- ⌘ If the grounds of the Castle are to be used, we highly recommend the rental of a tent for the function, as the weather can be very unpredictable.
- ⌘ Staff members from Piatt Castles shall be present at all functions to oversee the program or function and 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.
- ⌘ Long distance phone service is not available, however local calls may be made with prior permission.
- ⌘ At the conclusion of the function, the rooms and grounds are to be left in the same condition as found.
- ⌘ All trash must also be removed from the site.

Arrival and Departure of Event Guests:

- ⌘ Event guests will enter the Castle 30 minutes before the event and will be limited to designated event spaces.
- ⌘ Clients have access to the Castle 60 minutes before their event.
- ⌘ All guests must be off the grounds 30 minutes after the event.

Photographers:

- ⌘ Indoor photography must be limited to one designated still photographer and one videographer. These individuals 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.
- ⌘ The designated photographer and videographer must contact the Piatt Castle staff and confirm their arrival and break down times.

Music:

- ⌘ Music should be appropriate to the environment.
- ⌘ The client must advise the Piatt Castles of the name, address and phone number of any musician engaged for their event and must instruct the musicians to contact the Castles - 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 instruments (small keyboards, for example) that have their own amplification.
- ⌘ 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:

- ✂ Florists must advise the Piatt Castles of intended time of arrival and must coordinate the time of set up.
- ✂ Live flower arrangements are permitted in the building only if adequately potted to prevent spilling of water. Silk floral arrangements are encouraged whenever possible.
- ✂ Piatt Castles is not responsible for floral items left on the property.
- ✂ Flowers must be removed from the property no later than opening the day following the event.

Et Cetera:

- ✂ No alcoholic beverages may be consumed or brought to the property by area law.
 - ✂ Clients and their guests must be advised that alcoholic beverages may not be brought onto the property of Piatt Castles.
 - ✂ Piatt Castles reserves the right to remove from the premises anyone behaving in an objectionable or destructive manner.
- ✂ Rental furniture must be removed from the property no later than opening time of the day following the event. Piatt Castles 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 for tent raising and removal.

Contact Us

Should you want to speak with us further, please call 937-465-2821. You may also schedule a viewing of either castle or a meeting with our event staff. Best wishes and good luck with your future plans!

Sincerely,

James A. White

Vice-President, Piatt Castles

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