



Rental Rates

When not open for tours, Castle Mac-A-Cheek and/or the grounds are available for rental for parties, reunions, concerts or other functions.

Grounds rental: \$150 for the first hour, \$30 for each additional ½ hour.

Exclusive use of lawns around Mac-A-Cheek, interior of Castle closed.

Drawing room rental: \$300 for the first hour, \$75 for each additional ½ hour.

Exclusive use of the drawing room at Castle Mac-A-Cheek. This is our largest room and will seat about 40 at round tables. (Piatt Castles can supply tables and chairs for drawing room functions). Guests are restricted to the front hall and drawing room, the rest of the castle is closed.

Castle rental: \$450 for the first hour, \$100 for each additional ½ hour.

Exclusive use of entire Castle.

Important notes!

All rentals require a non-refundable deposit and Event Insurance must be purchased by you and the certificate provided to Piatt Castle before the event.

For winter rentals, when the Castle is closed, there is a heating and cleaning surcharge that applies to all inside rentals: November, March, and April: \$175; December, January, and February: \$250.

For events that are open to the public, whether free or with a fee, we require the right to approve all publicity before it is released. We can supply photos of the Castle, if requested, and will post approved publicity on our web site and FB page. Failure to receive approval can result in cancelation of the contract!

Policies & Guidelines

We at Piatt Castle 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 building 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 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.**
- ✂ **Access to the interior of the Castle begins at 5:30 (4:30 spring and fall).**
- ✂ **No setup or decoration is allowed inside before 5:30 (4:30 spring and fall)**
- ✂ Setup and decoration for outside functions can be done at any time provided that Castle visitors are not inconvenienced or annoyed.
- ✂ **No food or drink (including bottled water) is allowed in the Castle** without specific permission of Piatt Castle staff. Guests should be reminded that no liquids are allowed in the Castle.
- ✂ Smoking in the Castle is prohibited.
- ✂ Lit candles are not permitted in the Castle.
- ✂ 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.
- ✂ Guests must use broad heeled shoes to protect the historic parquet floors and because of gravel, grass and stone walkways.
- ✂ Groups of no more than fifty (50) individuals can be accommodated in the Drawing Room of Mac-A-Cheek. Piatt Castle 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.

- ⌘ Designated event areas only may be used; other parts of the home are open only for tours (tours of the Castle is 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.
- ⌘ **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 sign, notice or advertisement may be placed in the building or on the site without the permission of the Piatt Castles.
- ⌘ The throwing of rice, bird seed, confetti or any other similar items is prohibited inside or outside the Castle; however, bubbles may be used outside the Castles.
- ⌘ **All inside decorations must be removed immediately following the event.**
- ⌘ Children under 12 must be accompanied by a responsible adult.

Photographers:

- ⌘ 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 Castle 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 & Caterers:

- ✂ 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.
- ✂ **All food, food waste and trash must be removed from the property immediately 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 to the property without specific written 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 for tent raising and removal and / or other deliveries.
- ✂ Electrical service, both inside and outside is extremely limited at the Castle.

Contact Us

Should you want to speak with us further, please call/text 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! Sincerely,

Jim

James A. White

Event Coordinator

937-844-3480, jim@piattcastle.org

Piatt Castle Mac-A-Cheek Rental Letter of Agreement

I have read the **Guidelines for Use of Piatt Castle Mac-A-Cheek** provided to me by Piatt Castle and agree to abide by the policies outlined. I have provided a nonrefundable deposit of \$100.00 with this letter. I will provide proof of Event Insurance and balance due no later than one (1) day before the event.

Location: Castle Mac-A-Cheek inside outside

Date: _____ Rental Time: _____ until _____

Event description: _____

Number of Guests: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

Approved by: _____ Date: _____

Cost:	
Cost	\$ _____
Other charges	\$ _____
Total	\$ _____
Less deposit	\$100
Balance	\$ _____
Due before the start of the event.	

Event Insurance provided: _____ _____
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Contact us:

Piatt Castles Co., Inc. P.O. Box 497, 10051 Township Rd 47, West Liberty, Ohio 43357-0497

Web site: www.piattcastle.org

Event Coordinator: Jim White, jim@piattcastle.org; office phone, 937-465-2821; cell, 937-844-3480